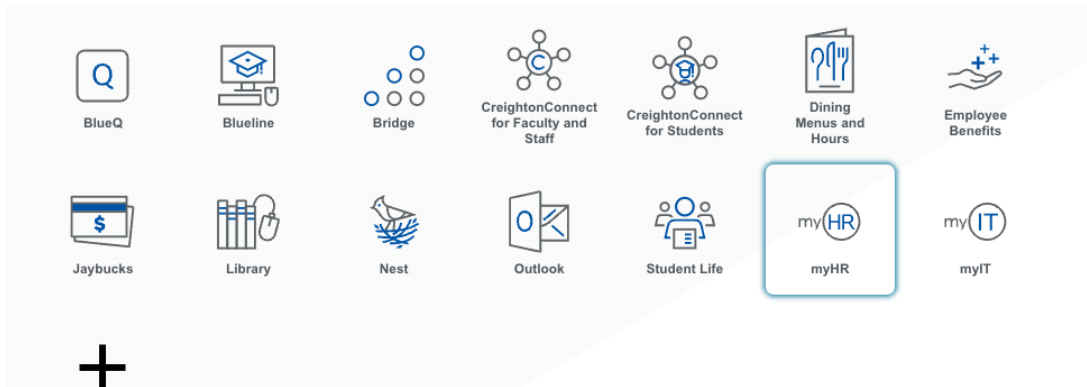


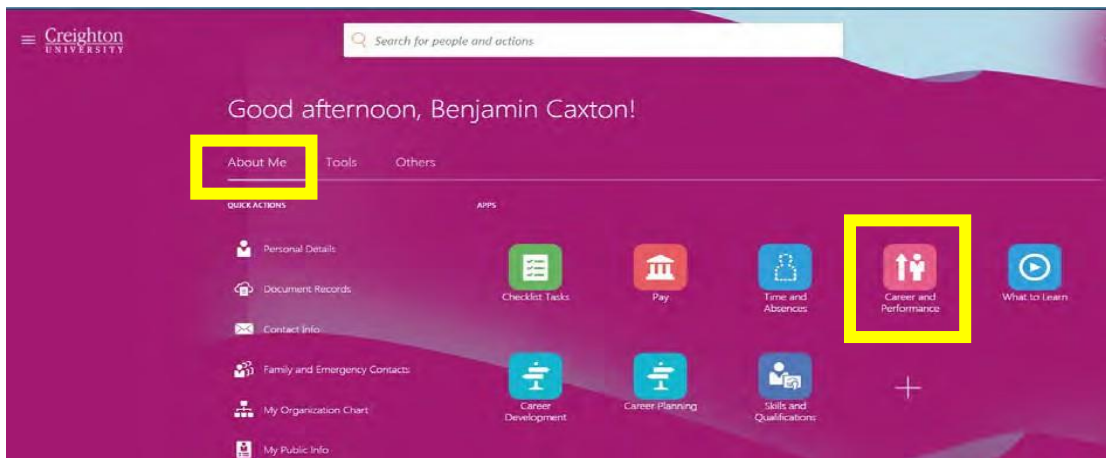
Edit Goals After Manager Request Guide

When your manager reviews your Goal Plan, they have the option to “Request More Information” prior to approving your plan. If you receive a request to provide more information and/or to edit your Goal Plan, this guide will walk you through the process.

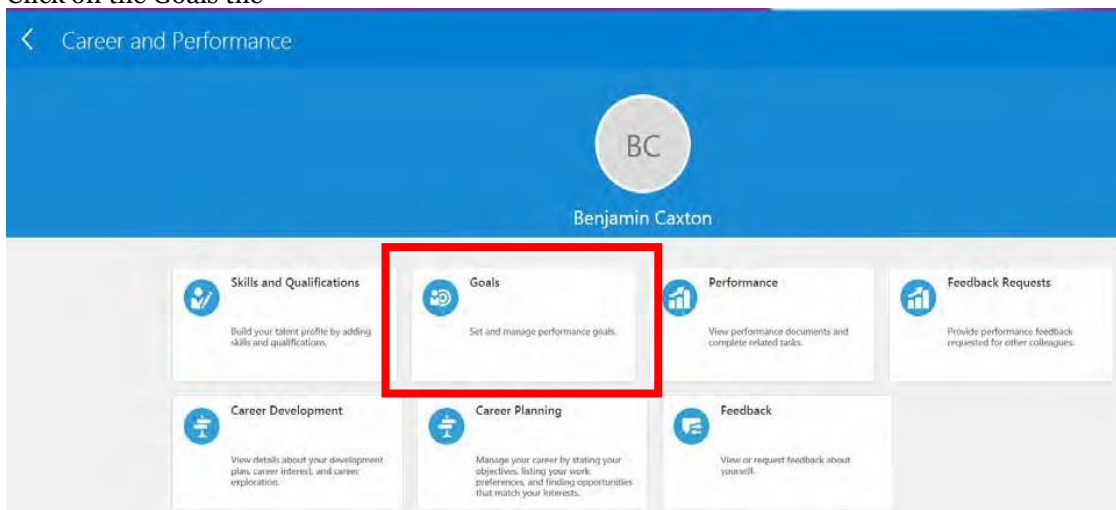
Navigate to my.creighton.edu and select the myHR icon



In myHR, select the About Me tab, and then choose the “Career and Performance” icon.



Click on the Goals tile



Click on “See What’s Needed” to view plan status.

Review Period2023 - 2024 Review Period

Goal Plan2023 - 2024 Goal Plan

Goals Shared with Me

2023 - 2024 Goal Plan

Your approver wants more info. See what's needed.

Sort ByDisplay Sequence

☐

Test Goal

This is a test goal

StatusNot started

Weight0%

Last Update8/2/23

Click Edit Info

4 Goal Plan

Edit InfoWithdraw

Progress

2023 - 2024 Goal Plan has been submitted for approval

If edits to an existing goal are needed, click on the pencil icon to edit existing goal. Edit the information and save changes.

2020-2021 Goal Plan

Your approver wants more info. See what's needed.

Submit

Actions

Sort ByDisplay Sequence

☐

Test Goal 3 - JG

Additional goal. edit goals after submission for approval

StatusNot started

Weight0%

Delete if asked to remove goal. Click Add button if you need to add a new goal to your Goal Plan. Enter the new goal and save.

2020-2021 Goal Plan

+ Add

⚠ Your approver wants more info. [See what's needed.](#) **Submit**

Actions Sort By Display Sequence

<input type="checkbox"/> ● Test Goal 3 - JG	Additional goal. edit goals after submission for approval	Weight 0%
Status Not started		

Click Submit when finished editing/adding/removing goals per your manager's request.

2020-2021 Goal Plan

+ Add

⚠ Your approver wants more info. [See what's needed.](#) **Submit**

Actions Sort By Display Sequence

<input type="checkbox"/> ● Test Goal 3 - JG	Additional goal. edit goals after submission for approval	Weight 0%
Status Not started		

Click Submit again to finish submitting Goal Plan for approval.