

## Share Goal(s) with Coworker

You can share and recommend one of your goals for your coworker.

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



In myHR, click on the About Me tab and select the Career and Performance icon.

About Me	Team Talent	My Workforce	My Enterprise	Tools Configu	ration Others	
QUICK ACTIONS		APPS				
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🝙 Documen	: Records	Checklist 7	Tasks P	Pay Time a	ind Career and	What to Learn
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👬 My Organ	ization Chart	Caree Developr	r Career nent	Planning Skills a Qualifica	Ind	

## Click on the Goals tile





Select the goal(s) you wish to share and recommend for your coworker by checking the box next to the goal.

Goals Shared with Me		~
2020-2021 Goal Plan		+ Add
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Click the Actions button dropdown and select Share.

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Search for the coworker by typing their last name in the search box. Select the coworker by checking the box next to their name.

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	Add Worl	ker Caxton	~			
		Name	Work Email	Person Number	Assignment	
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	BC	Benjamin Caxton	b <b>caxton</b> @fakecreighton.edu	37095	Administrative Assistant III	
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	JH JH	Adr Benjamin Caxton Makenna Scott Federal Work Study Prog Jubal Harshaw Director	b <b>caxton</b> @fakecreighton.edu	37095	Administrative Assistant III	

Click Save and Close, and then Submit.

Review Period	2020 - 2021 Review Period	~		
Goal Plan	2020-2021 Goal Plan	~		
Goals Share	ed with Me			~
2020-2021	Goal Plan			+ Add
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## Enter Comments and/or Attachments (if necessary). Click Submit.

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Attachments	Orag files here or click to add attachment  ✓			

Shared goal was submitted for approval.

Revi Goa	iew Period I Plan	2020 - 2021 Review Period ~ 2020-2021 Goal Plan ~				
Goal	s Share	d with Me				$\sim$
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If you need additional assistance, please contact Human Resources at <u>hr@creighton.edu</u> or 402-280-2709.