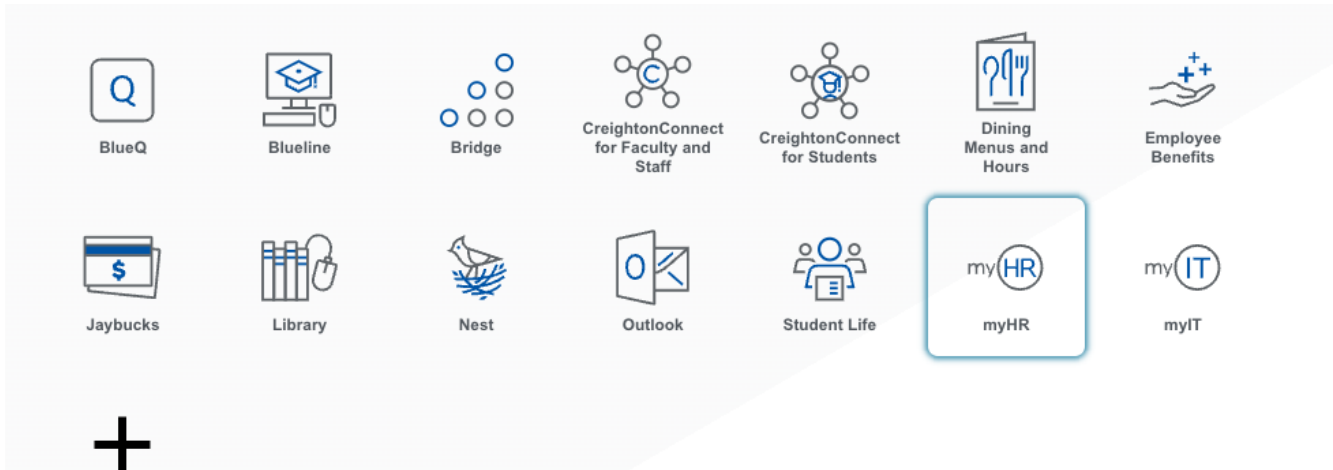


Assign Your Goal(s) to Direct Report Manager Guide

As a manager, you can assign one or more of your performance goals to your direct report(s).

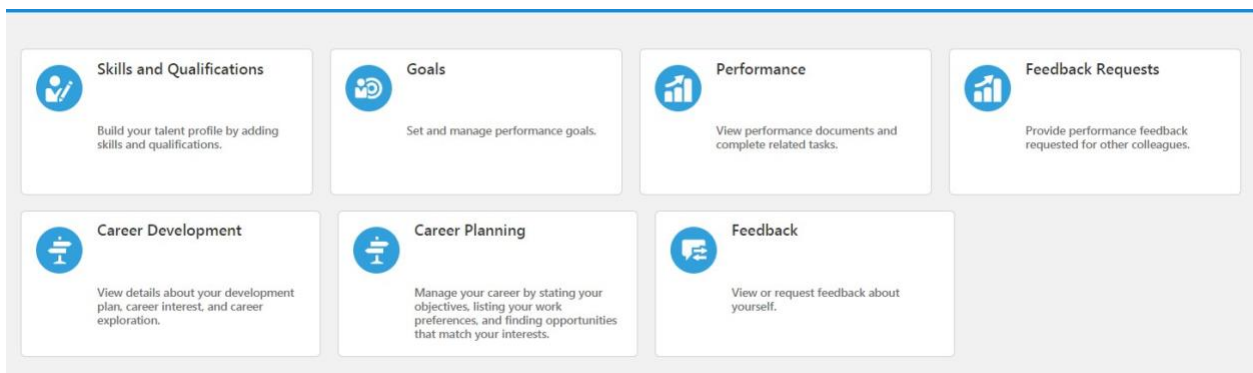
Navigate to my.creighton.edu and select the myHR icon



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



Click on the Goals tile



Select the goal(s) you wish to assign to your direct report(s) by clicking the checkbox next to the goal

Goals Shared with Me

2020-2021 Goal Plan + Add

Actions Sort By Display Sequence

<input checked="" type="checkbox"/>	test 2	test 2	Status In progress	Weight 0%	
<input type="checkbox"/>	Test Mass Assign Goals	testing the ability to mass assign goals	Status In progress	Weight 0%	

Click the Actions button dropdown and select Assign

Review Period: 2020 - 2021 Review Period
Goal Plan: 2020-2021 Goal Plan

Goals Shared with Me

2020-2021 Goal Plan + Add

Actions Sort By Display Sequence

- Copy
- Cancel
- Delete
- Share
- Align
- Assign**

<input checked="" type="checkbox"/>	test 2	test 2	Status In progress	Weight 0%	
<input type="checkbox"/>	Test Mass Assign Goals	testing the ability to mass assign goals	Status In progress	Weight 0%	

Select the direct report who should be assigned the goal, then click Submit

Selected Goals

test 2

Assign To

<input type="checkbox"/>	Jacob Blair Federal Work Study Program...	Goal Plan 2020-2021 Goal Plan	<input checked="" type="checkbox"/> Allow worker to update key attributes
<input type="checkbox"/>	Jaquelin Gomez-Alcala Federal Work Study Program...	Goal Plan 2020-2021 Goal Plan	<input checked="" type="checkbox"/> Allow worker to update key attributes
<input checked="" type="checkbox"/>	Jubel Harshaw Director...	Goal Plan 2020-2021 Goal Plan	<input checked="" type="checkbox"/> Allow worker to update key attributes

Submit Cancel

Navigate to the employee's Goal Plan to verify the goal was assigned:

- Select the Team Talent tab
- Select the Performance Overview icon
- Click the link under "Performance Goals" to verify goal was added.

☐

PC

Peter Chriss
IT Project Manager..
Last Updated Performance Rating

Performance Goals
0 of 1 completed

If you need additional assistance, please contact Human Resources at hr@creighton.edu or 402-280-2709.