

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.

| Abou | it Me | Team Talent | My Workforce | My Enterprise | Tools | Configuration | Others | |
|-----------|--------------|--------------------|---------------------------------------|-----------------|------------|------------------------------|-------------|---------------|
| QUICK A | CTIONS | | APPS | | | | | |
| ۵ | Personal De | etails | _ | | | | | |
| ŵ | Document | Records | Checklist T | asks | Pay | Time and | Career and | What to Learn |
| \bowtie | Contact Info | D | | | | Absences | Performance | |
| ግ | Family and | Emergency Contacts | i i i i i i i i i i i i i i i i i i i | | ÷ | | | |
| | My Organiz | zation Chart | Career Developm | r Caree hent | r Planning | Skills and Qualifications | | |

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 V |
| ✓ test 2 test 2 | | 1 |
| Status In progress | Weight 0% | ~ |
| Test Mass Assign Goals testing the ability to mass assign goals | | 1 |
| 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 | ~ | |
| | | | |
| oals Share | ed with Me | | |
| | | | |
| | | | |
|)20-2021 | Goal Plan | | |
| Actions | | | |
| Сору | | | |
| Cancel | | | |
| Delete | | | Weight |
| Share | 255 | | 0% |
| Assign | s Assign Goals | | |
| testing th | he ability to mass assign goals | | |
| Status | PSS | | Weight |
| In progre | 600 | | 0.70 |

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

| jn Goal ^{Serit} | | | Sala | pit Cencel |
|-----------------------------|------|--|---|------------|
| Select | ed G | oals | | |
| test 2 | | | | |
| Assign | n To | | | |
| | ЈВ | Jacob Blair Federal Work Study Program. Goal Plan 2020-2021 Goal Plan | ✓ Allow worker to undate key attributes | |
| | JG | Jaquelin Gomez-Alcala Federal Work Study Program | | |
| | | 2020-2021 Goal Plan | Allow worker to update key attributes | |
| × | H | Jubal Harshaw Director. | | |
| | | Goal Plan 2020-2021 Goal Plan | Allow worker to update key attributes | |

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 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 <u>hr@creighton.edu</u> or 402-280-2709.