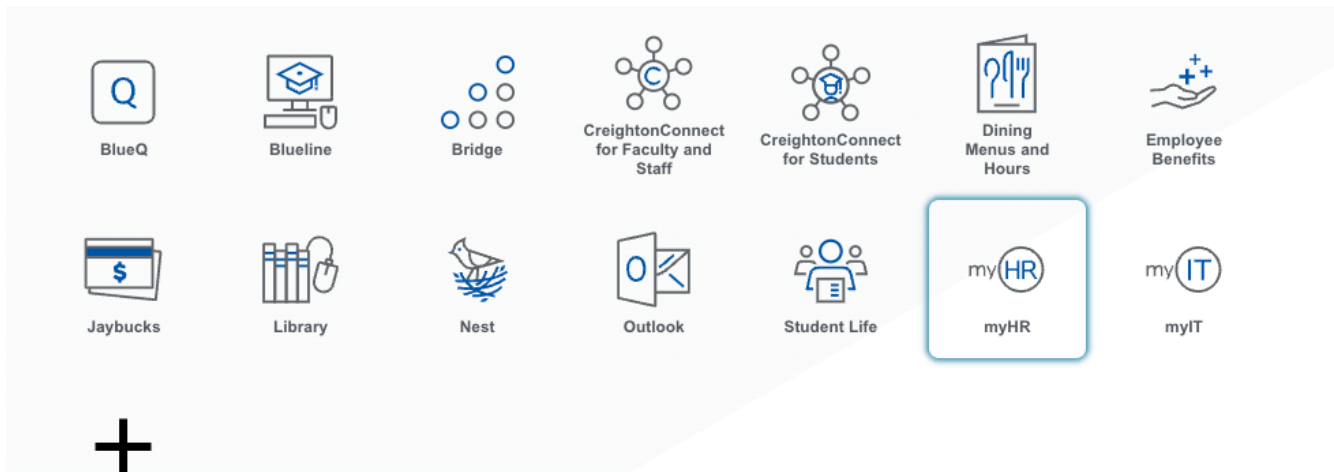


# Create & Mass Assign a Goal

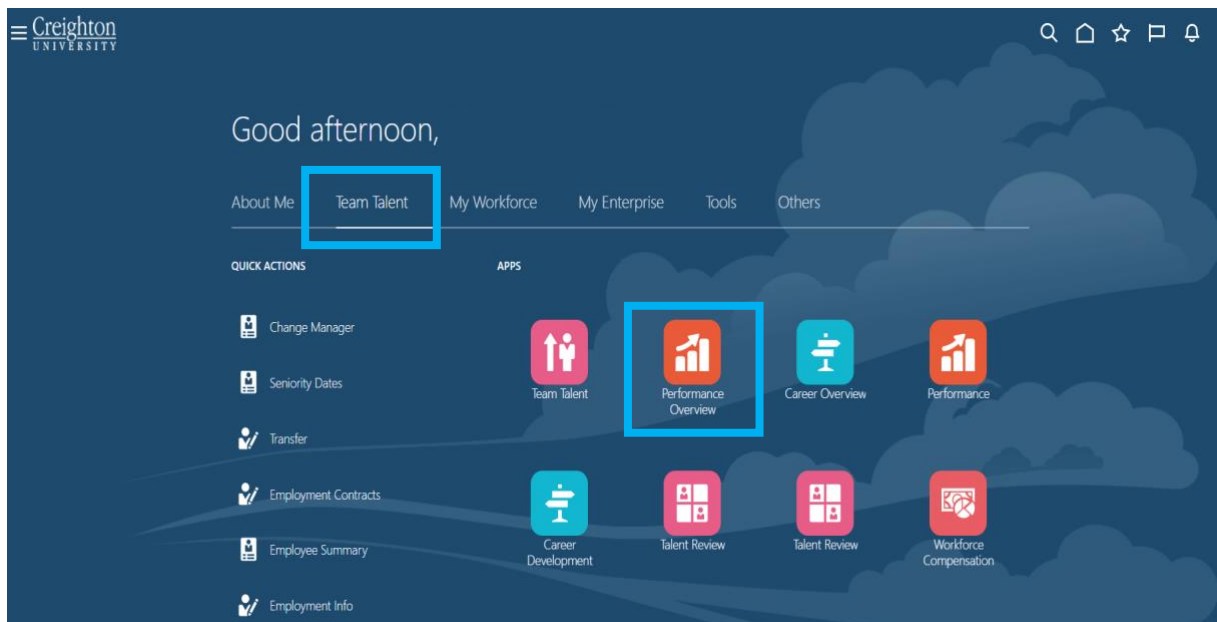
## Manager Guide

As a manager, you can create and mass assign a performance goal(s) to your direct report(s).

Navigate to [my.creighton.edu](https://my.creighton.edu) and select the myHR icon



In myHR, click on the *Team Talent* tab and select Performance Overview



Select Employee(s) and click 'Add Performance Goal.' Note: clicking the checkbox next to 'Add' will select all employees.

<input type="checkbox"/>	<a href="#">Add Performance Goal</a>
<input type="checkbox"/>	<b>Jacob Blair</b> Federal Work Study Program Last Updated Performance Rating Performance Documents Check-Ins Performance Goals Anytime Documents Potential Rating
<input type="checkbox"/>	<b>Christian Buckler</b> Federal Work Study Program.. Last Updated Performance Rating Performance Goals Suspended
<input type="checkbox"/>	<b>Benjamin Caxton</b> Administrative Assistant III.. Last Updated Performance Rating Performance Goals 0 of 2 completed
<input checked="" type="checkbox"/>	<b>Peter Chriss</b> IT Project Manager.. Last Updated Performance Rating Performance Goals 0 of 0 completed

Enter Goal Information. **Required Fields:** Goal Name, Description, Category, & Success Criteria.

Review Period 2020 - 2021 Review Period

**Selected Employee**  
**Peter Chriss**  
 IT Project Manager..  
 Goal Plan  
 2020-2021 Goal Plan  
☒ Allow worker to update key attributes  
☐ Include myself

**Basic Info**

Library Goal  
 Select a value

\*Goal Name

Description

\*Start Date  
 7/1/20

Category  
 Select a value

Target Completion Date  
 6/30/21

Status  
 Not started

Success Criteria  

Font 2 B I U

Click Submit, then click link under "Performance Goals" to verify goal was added.



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](mailto:hr@creighton.edu) or 402-280-2709.*