

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 and select the myHR icon



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

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	Good afternoon,					
	About Me Team Talent	My Workforce My Ent	erprise Tools	Others		
	QUICK ACTIONS	APPS				
	🚊 Change Manager			_		
	🚊 Seniority Dates	Team Talent	Performance Overview	Career Overview	Performance	
	Y Transfer					
	M Employment Contracts	- 🚊				
	Employee Summary	Career Development	Talent Review	Talent Review	Workforce Compensation	
	Employment Info					



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

Add Pe	rformance Goal				
	Jacob Blair				
	Federal Work Study Program				
	Last Updated Performance Rating	Performance Goals			
	Performance Documents	Anytime Documents			
	Check-Ins	Potential Rating			
СВ	Christian Buckler				
	Federal Work Study Program	Suspended			
	Last Updated Performance Rating	Performance Goals			
BC	Benjamin Caxton				
	Administrative Assistant III				
	Last Updated Performance Rating	Performance Goals			
Peter		0 of 2 completed			
Chriss	eter Chriss				
	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					
PC 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	Category				
7/1/20	Select a value 🗸				
Target Completion Date	Status				
6/30/21	Not started \checkmark				
Success Criteria					
Font 🔹 2 🔹 B I 🖳 🔚 🔠 😪 🦘 🔿 🍼 🖑					

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