


Approve Employee Goals

1. Approve goal plan via email notification without reviewing goals

Action Required: Benjamin Caxton Requires Your Approval for the Goal Plan 2020-2021 Goal Plan

 Benjamin Caxton <hcps-test.fa.sender@workflow.mail.us2.cloud.oracle.com>
To: MyHR

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Fri 10/2/2020 3:59 PM

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

Access this task in the [Workspace Application](#) or take direct action using the links in this email:

Actions: [Approve](#) | [Reject](#) | [Request More Info](#)

Approve Goals: Benjamin Caxton

[Details](#)

Review Period 2020 - 2021 Review Period

Goal Plan 2020-2021 Goal Plan

2. OR, Click on the Team Talent tab and select 'Performance Overview'

Creighton UNIVERSITY

Search for people and actions

Good afternoon, Jillian Borman!

About Me Team Talent Tools Others

QUICK ACTIONS

Change Manager

Seniority Dates

Employee Summary

Employment Info

Team Talent

Performance Overview

Career Development

Talent Review

Workforce Compensation

3. Click the link under 'Performance Goals'

Goals and Performance Overview

Review Period 2020 - 2021 Review Period

My Team

Search Person [Show Filters](#)

[Add Performance Goal](#) Sort By Name ascending

☐ Benjamin Caxton
Administrative Assistant III...
Last Updated Performance Rating
Performance Documents
Check-Ins

Performance Goals
0 of 0 completed
[Anytime Documents](#)

Potential Rating

4. Click 'See details.'

Goals
Show More

BC Benjamin Caxton

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

2020-2021 Goal Plan

⚠ Your approval is required. See details.

Sort By: Display Sequence

☐ Add new Goal
Adding a goal to my goal plan

Status	Weight
Not started	100%

5. Review goal(s) click 'Approve' or 'Reject'

Goals
Show More

BC Benjamin Caxton

2020-2021 Goal Plan

Edit Info Request for Information Approve Reject

⚠ Approval in Progress

Added Goals

Add new Goal

Goal Name	Add new Goal
Description	Adding a goal to my goal plan
Success Criteria	The goal will be approved by my manger and added to my goal plan and included on my annual performance document.
Category	Position/Unit-Specific
Status	Not started
Priority	Medium
Start Date	2020-07-01
Target Completion Date	2021-06-30
Weight	100

6. Enter comments and/or attachments if necessary

7. Click 'Submit'

Goals
Show More

BC Benjamin Caxton

2020-2021 Goal Plan

Submit Cancel

Comments

Benjamin Caxton
Here is my Goal plan
10/2/20

Attachments

8. Click the back arrow

Goals
Benjamin Caxton

Review Period: 2020 - 2021 Review Period

Goal Plan: 2020-2021 Goal Plan

2020-2021 Goal Plan

⚠ Approvals are in progress. Info is locked.

There's nothing here so far.

9. Performance Goals are updated

Goals and Performance Overview

Review Period: 2020 - 2021 Review Period

My Team

Search Person Show Filters

Add Performance Goal

Sort By: Name ascending

Benjamin Caxton
Administrative Assistant III..

Last Updated Performance Rating

Performance Documents

Check-Ins

Performance Goals
0 of 1 completed
Anytime Documents

Potential Rating