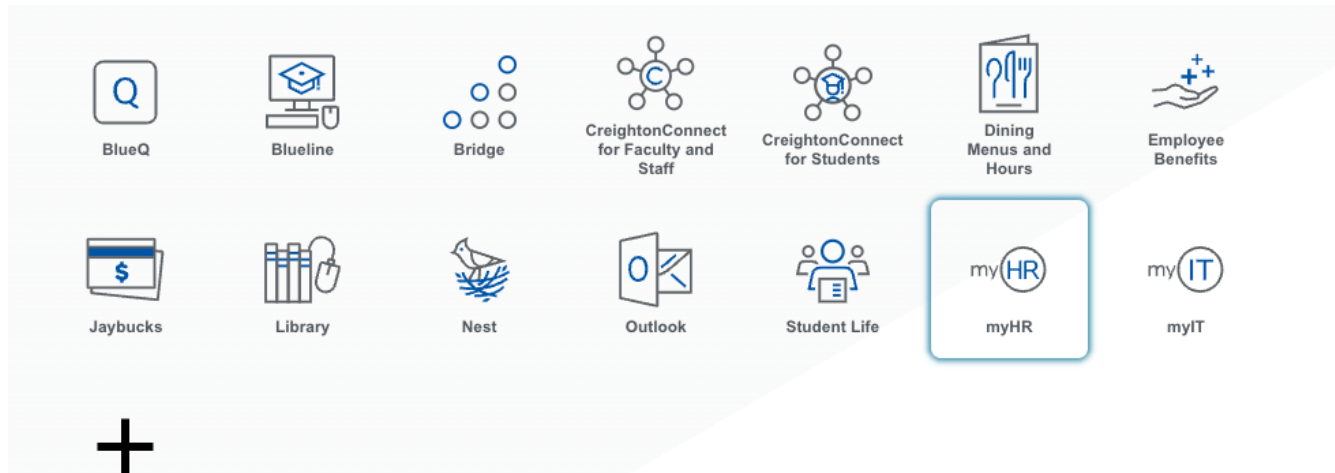


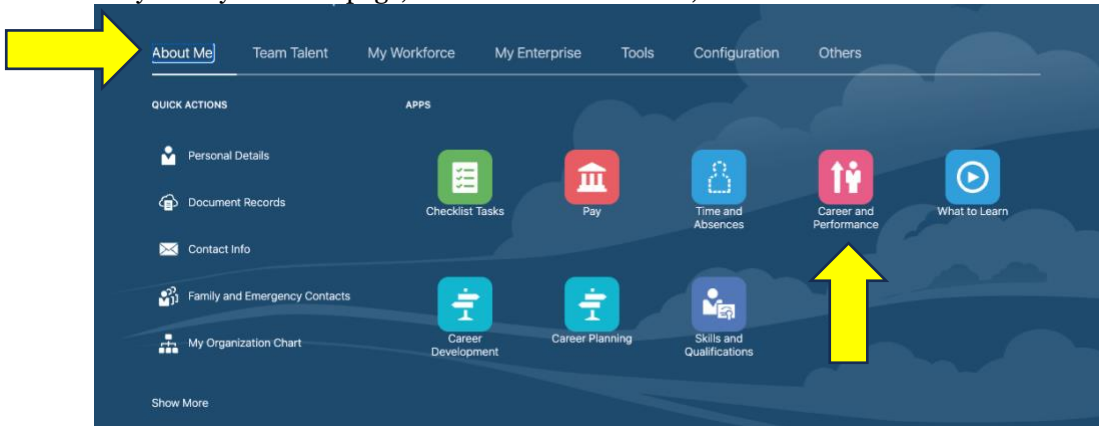
# Adding Goals to Your Goal Plan

We encourage all staff members to have **3-5 goals** in the myHR system by September 30<sup>th</sup>. New staff members are encouraged to submit goals in the myHR system after their first 60 days of employment.

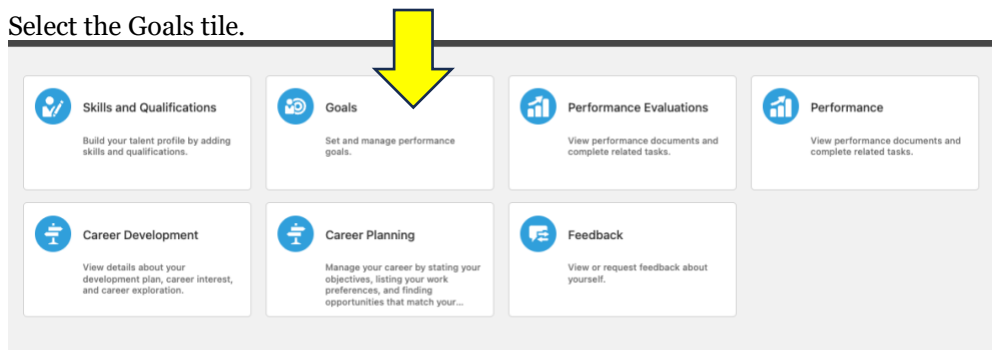
Navigate to my.creighton.edu and select the myHR icon



On your myHR homepage, select the About Me tab, and then select the Career and Performance icon.



Select the Goals tile.



Verify that you are in the current Review Period and Goal Plan. Then, click on the +Add Button to begin adding goals.

The screenshot shows a web interface for goal management. At the top, there are two dropdown menus: "Review Period" and "Goal Plan", both set to "2023 - 2024". Below these is a section titled "Goals Shared with Me" with a dropdown arrow. Underneath, there is a header for "2023 - 2024 Goal Plan" and a "+ Add" button. A yellow arrow points to the "Review Period" dropdown, and another yellow arrow points to the "+ Add" button. Below the header, there is a placeholder image of a campfire and the text "There's nothing here so far."

Enter Goal information, including:

- a. Goal Name – short title of the goal
  - b. Description – General information about the goal
  - c. Category – [goal alignment category](#)
  - d. Success Criteria – how the goal will be achieved using SMART criteria
- Repeat, until all goals are entered, saving each goal. We encourage staff members to have 3-5 SMART goals.

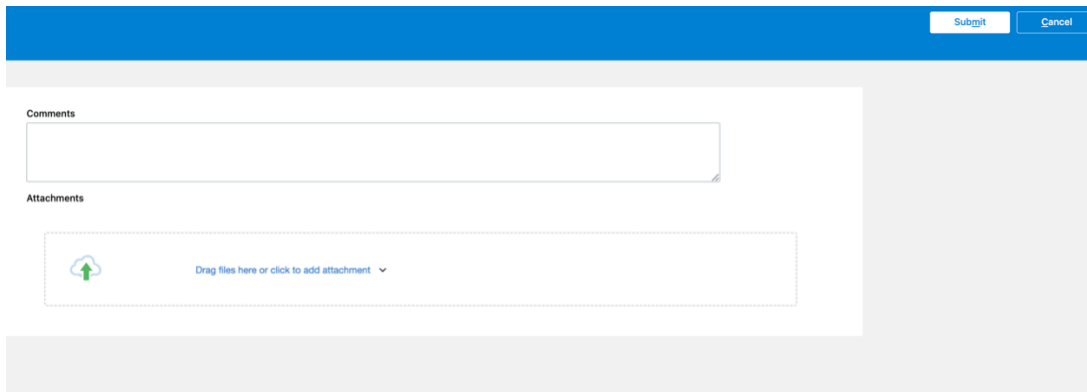
The screenshot shows the "Basic Info" form for adding a goal. It includes the following fields:

- \*Goal Name: A text input field with a "Private" checkbox.
- Description: A large text area.
- \*Start Date: A date picker set to 7/1/23.
- Status: A dropdown menu set to "Not started".
- Target Completion Date: A date picker set to 6/30/24.
- Weight: A text input field set to 0.
- Category: A dropdown menu with "Select a value" selected.
- Success Criteria: A rich text editor with a toolbar containing icons for bold, italic, underline, list, link, and other formatting options.

After all goals are entered, click "Submit."

The screenshot shows the bottom of the goal management interface. It features a yellow notification bar with a warning icon and the text "You're almost there. Ready to submit your changes?". To the right of the notification bar are two buttons: "Submit" and "Discard Changes". Above the notification bar, the header "2023 - 2024 Goal Plan" and a "+ Add" button are visible.

You will have the opportunity to enter comments and provide any related attachments. Choose Submit. Once your goals have been submitted, you are not able to edit them until your manager has approved them.



The image shows a screenshot of a web form interface. At the top right, there is a blue header bar containing two buttons: "Submit" and "Cancel". Below the header, the form is divided into two main sections. The first section, labeled "Comments", contains a large, empty text input field. The second section, labeled "Attachments", contains a dashed rectangular box with a green upload icon on the left and the text "Drag files here or click to add attachment" followed by a small downward arrow icon.

*If you need additional assistance, please contact Human Resources at [hr@creighton.edu](mailto:hr@creighton.edu) or 402-280-2709.*