Once an employee submits their Goal Plan, the Goal Plan is locked, until it has been reviewed by the manager.

When reviewing the Goal Plan, the manager has three primary options:
- **Approve** – this option approves the Goal Plan.
- **Reject** – this option <u>permanently</u> deletes the goals and requires that the employee submit all new information.
- **Request More Info/Request for Information** – this option will send the Goal Plan back to the employee for edits and resubmission.

There are two options for reviewing the Goal Plan:

Option 1: The Goal Plan can be reviewed from the email notification that is sent to the manager. This option, however, does not offer the manager the opportunity to view the goals.
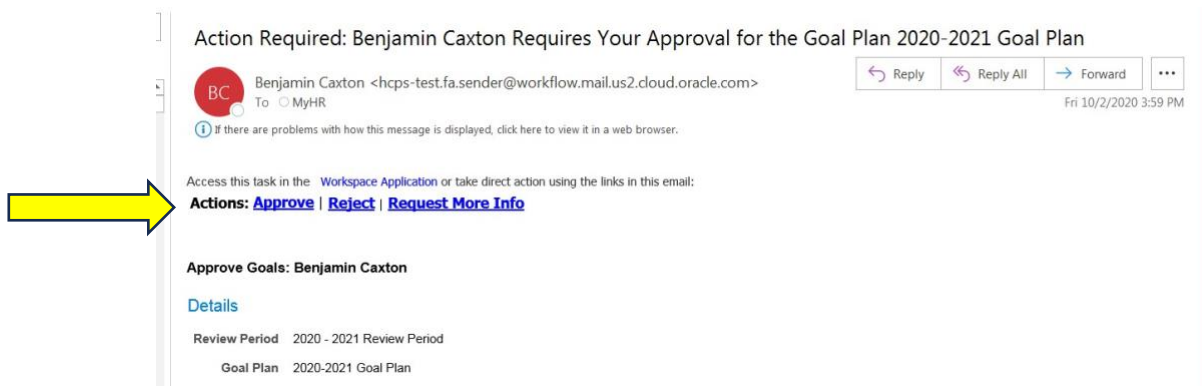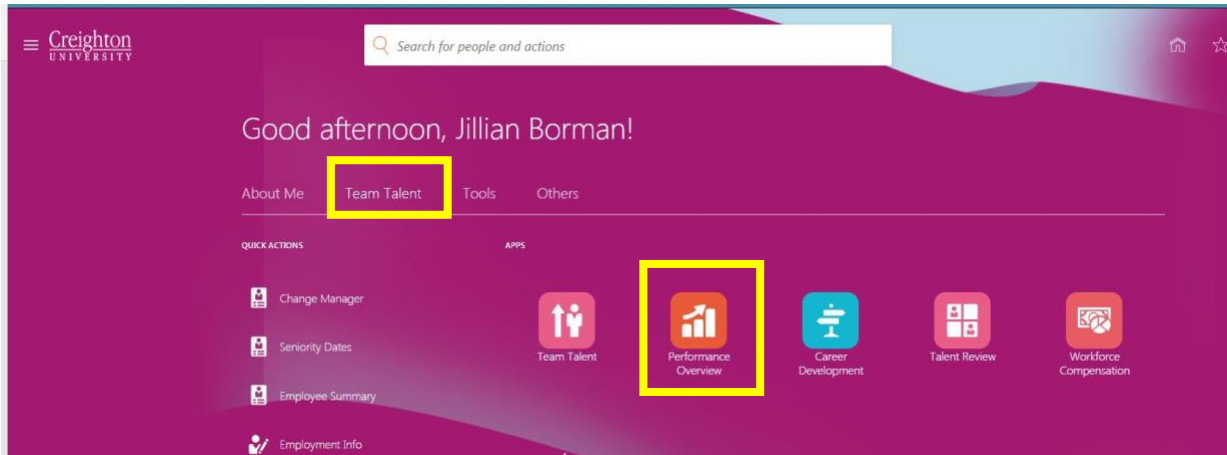

Option 2: The Goal Plan can be reviewed by navigating myHR through the following steps. This option allows the manager to see and review the goals. The following steps guide you through this option:
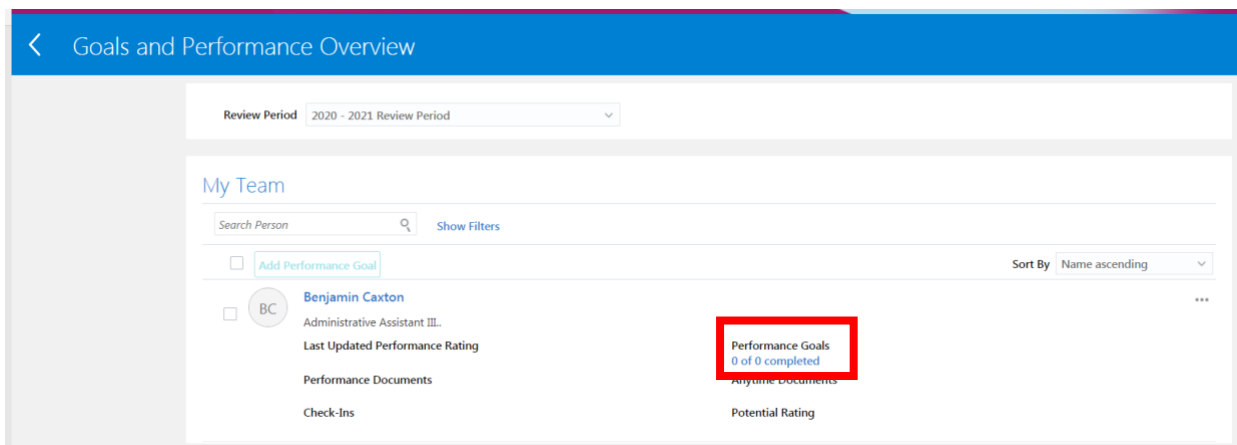
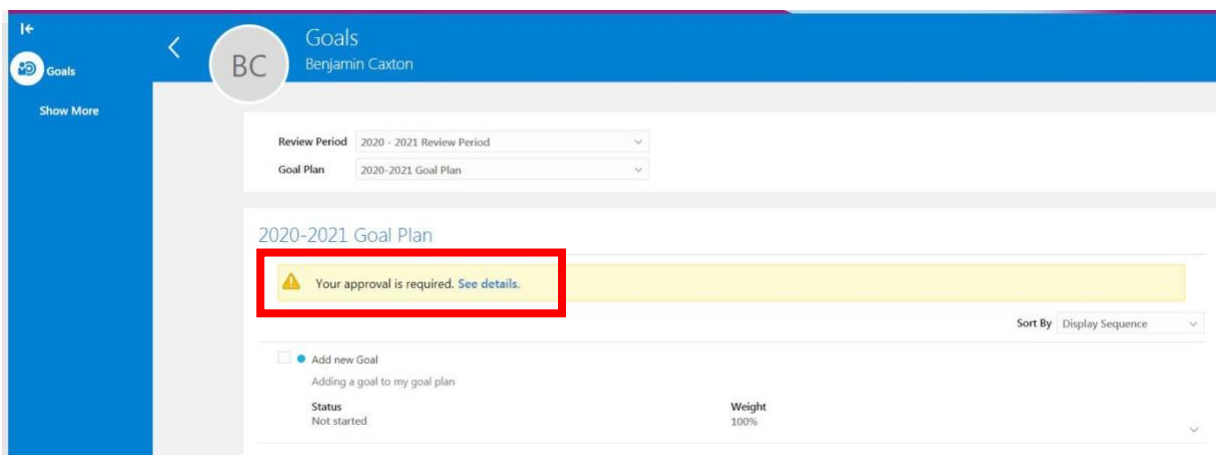Navigate to my.creighton.edu and select the myHR icon
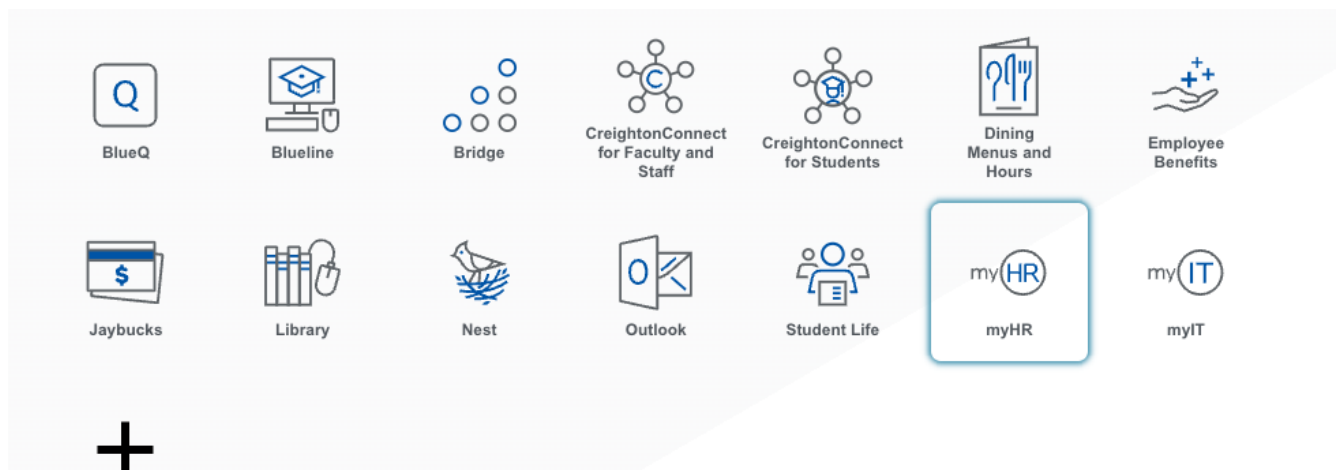
Click on the Team Talent tab and select 'Performance Overview'

Click the blue hyperlink ("0 of 0 completed") under "Performance Goals"


Click See Details

Review the goals. When reviewing the Goal Plan, the manager has three primary options (found in the top right corner):

- **Approve** – this option approves the Goal Plan.
- **Reject** – this option <u>permanently</u> deletes the goals and requires that the employee submit all new information.
- **Request for Information** – this option will send the Goal Plan back to the employee for edits and resubmission.
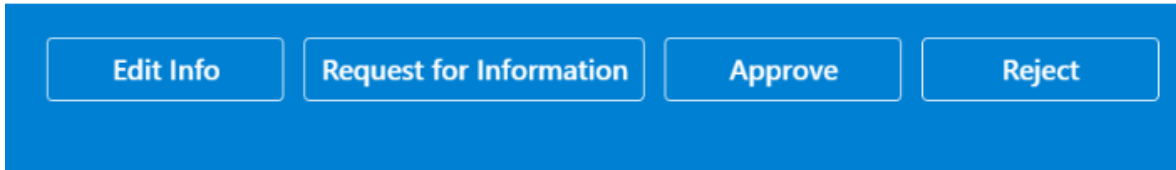

If you choose "Approve," you will be able to enter comments for the employee and choose Submit. This will confirm your approval of the Goal Plan.

If you choose "Reject," you will be able to offer any comments, and then choose Submit. All of the information the employee has submitted regarding Goals will be permanently deleted.

If you choose "Request for Information," you will be able to offer any comments regarding the additional information/edits that are needed, request that the edits be returned to you, and then choose Submit.
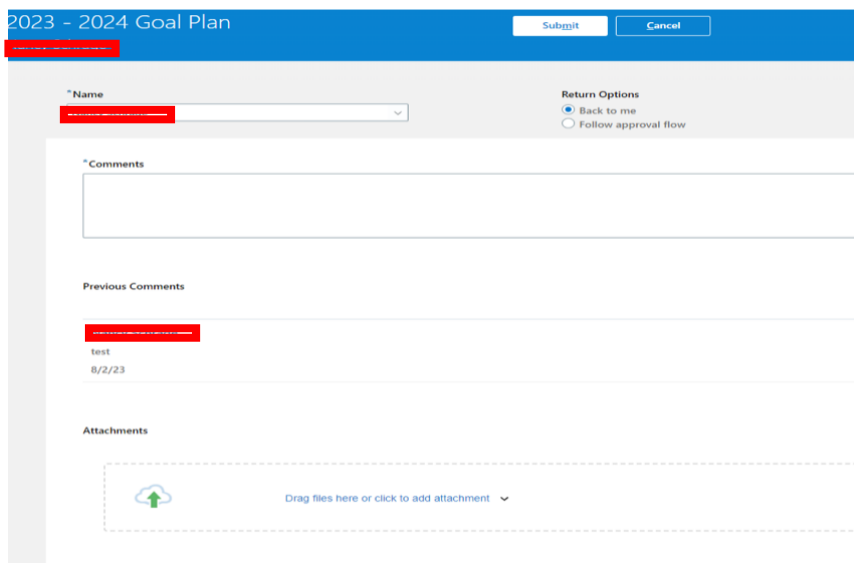
Click the Back Arrow to return to the homepage. This completes the review of the Goal Plan.