DE PAUL UNIVERSITY

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Good morning, DePaul Employee

Me   My Team   My Client Groups   Procurement   Tools   Others

Goals - Edit a Goal

QUICK ACTIONS

👤 Personal Details

📇 Identification Info

📇 Identification Info

✉ Contact Info

Directory

Connections

Journeys

🏛

🕐

👥↑↓

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BlueSky Help

1/8 ✕

Click **'Me.'**

...ng, DePaul Employee

| Me | My Team | My Client Groups | Procurement | Tools | Others |

QUICK ACTIONS

👤 Personal Details

📝 Identification Info

📝 Identification Info

✉️ Contact Info

APPS

🗂️ Directory

🔗 Connections

🧭 Journeys

🏛️ 🕐 🧍

QUICK ACTIONS

Personal Details

Identification Info

Identification Info

Contact Info

Family and Emergency Contacts

My Organization Chart

My Activity Center

My Public Info

APPS

Directory

Con

Pay

Time and Absences

Career and Performance

Personal Information

My Activity Center

Learning

BlueSky Help

2/8   ✕

Click **'Career and Performance.'**

Back

☰ **DePaul University**

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‹ Career and Performance

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3/8 ✕

Click **'Goals Center.'**

Skills and Qualifications

Build your talent profile by adding skills and qualifications.

Goals Center

Set and manage your performance and development goals.

DEPAUL UNIVERSITY

4/8 ✕

Click the **name of the goal** you would like to edit.

Next

DE **My Goals**
DePaul Employee

Performance **Development**

Review Period
2024-25

＋ Add | View Plan Details | Actions ⌄

7/1/2024 - 6/30/2025
Created By
Not started

🎯 My Goals

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‹   **DE**   **Goal Details**   Not started   Edit Goal

DePaul Employee

Goal 1

Goal Description 1

Start Date
7/1/2024

Target Completion Date
6/30/2025

5/8   ✕

Click **'Edit Goal.'**

Back   Next

Upda

Goal Completion   0

⬜

0% - 100%

Progress Note

How's the progress on this goal?

T ⌄   Aα ⌄   •••

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DE **Edit Goal**   Cancel   Update
DePaul Employee

6/8   ✕

Apply any desired edits to the goal.

When you are finished, click **'Update.'**

Back

Goal name

Goal 1

Goal description

Goal Description 1 This is an edit.

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← DE **Goal Details** Not started Edit Goal

Go

7/8 ✕

Click the **back button** to return to your list of goals.

Back

Goal Description 1 This is an edit.

Update your progress

Goal Completion   0

○————————————————

0% - 100%

Start Date
7/1/2024

Target Completion Date
6/30/2025

Progress Note

How's the progress on this goal?

T⌄   Aa⌄   •••

Performance   Development

Review Period
2024-25

 Add   View Plan Details   Actions ⌄

⚠ **Pending submission for approval**   ✕

Submit or discard the changes you made.

Submit   Discard

8/8   ✕

Click **'Submit'** to send the edited goal to your manager for approval.

NOTE: Once an edited goal has been submitted, you will not be able to make any changes until your manager approves it.

Click **'Next'** to complete this walkthrough.

Back   Next

Created By Me   Not started

Created By Me   Not started

◎ My Goals

Performance   Development

Review Period
2024-25

+ Add   View Plan Details   Actions ⌄

⚠ **Pending submission for approval**

Submit or discard the changes you ma

Submit   Discard

⚠ Pending submission   Created By   Not started
7/1/2024 - 6/30/2025   Me

☐ **Goal 1**

Goal Description 1 This is an edit.

7/1/2024 - 6/30/2025   Created By   Not started
                                                       Me

☐ **Goal 3**

Congratulations! You have successfully edited a goal.

✕

🎯 My Goals

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