DEPAUL UNIVERSITY

Good afternoon, Nonexempt Staff!

Me   Procurement   Tools   Others

QUICK ACTIONS   APPS

Personal Details

Document Records

Identification Info

Contact Info

Family and Emergency Contacts

My Organization Chart

My Public Info

Change Photo

Employment Info

Document Delivery Preferences

Directory   Onboarding   Checklist Tasks   Pay   Time and Absences

Goals - Add a New Goal

Career and Performance   Personal Information   Learning   Benefits   Current Jobs

Web Clock   Roles and Delegations   Expenses   Campus Address   DPU Alert

BlueSky Help

Show More

powered by whatfix

DEPAUL UNIVERSITY

Good afternoon, Nonexempt Staff!

1/9 ✕

Click 'Me'

Me Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
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Show More

BlueSky Help

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Personal Details

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My Organization Chart   Career and Performance   Personal Information   Learning   Benefits   Current Jobs

My Public Info

Change Photo   Web Clock   Roles and Delegations   Expenses   Campus Address   DPU Alert

Employment Info

Document Delivery Preferences   +

Show More

2/9   ×
Click **'Career and Performance'**

BlueSky Help

DEPAUL UNIVERSITY

NS

...mpt Staff

3/9

Click **'Goals'**

Skills and Qualifications

Build your talent profile by adding skills and qualifications.

Goals

Set and manage performance goals.

Performance

View performance documents and complete related tasks.

BlueSky Help

DePaul University

Goals
Nonexempt Staff

NS

Review Period   2020-21

Goal Plan   2020-21 Performance Goals

Organization Goals

2020-21 Performance Goals

+ Add

There's nothing here so far.

BlueSky Help

DEPAUL UNIVERSITY

Add Goal
Nonexempt Staff

Save and Close   Cancel

Basic Info

5/9   ✕

Enter Goal Name

*Goal Name

Description

*Start Date

7/1/2020

Status

Not started

Target Completion Date

6/30/2021

Notes

+ Add

There's nothing here so far.

BlueSky Help

DEPAUL UNIVERSITY

Add Goal
Nonexempt Staff

NS

Save and Close   Cancel

Basic Info

*Goal Name

6/9   ×
Enter Description of Goal

Description

*Start Date

7/1/2020

Status

Not started

Target Completion Date

6/30/2021

BlueSky Help

Notes

+ Add

There's nothing here so far.

DEPAUL UNIVERSITY

Add Goal
Nonexempt Staff

NS

Save and Close **Cancel**

Basic Info

*Goal Name

Description

7/9 ✕

Please do not make any changes to this field. The dates and status auto-generated are correct for this performance appraisal.

Click **'Next'** to continue

*Start Date

7/1/2020

Status

Not started

Target Completion Date

6/30/2021

Notes

+ Add

There's nothing here so far.

BlueSky Help

DEPAUL UNIVERSITY

Add Goal
Nonexempt Staff

Save and Close   Cancel

Basic Info

*Goal Name

Description

*Start Date
7/1/2020

Status
Not started

Target Completion Date
6/30/2021

Notes

+ Add

There's nothing here so far.

BlueSky Help

Goals
Mary Louise

ML

Review Period 2019-20

Goal Plan 2019-20 Performance Goals

Organization Goals

Congratulations! You have successfully added a Goal. Typically employees add 3-5 goals so complete this process as many times as necessary.

Once you are satisfied with your goals click **'Submit'** and they will be sent to your manager for approval.

If you are dissatisfied you may click **'Discard Changes'** to start the process again.

Note: Once your goals are submitted you will not be able to make any changes until your manager approves them.

Click **'Next'** to complete.

2019-20 Performance Goals

+ Add

⚠ You're almost there. Ready to submit your changes?

Submit **Discard Changes**

Actions

Sort By Display Sequence ▾

☐ ● **Typing test**
I'm writing this to test out the typing feature
Status
Not started

☐ **Mary Test Goal 3**
Test
Status
Not started

☐ **Mary Test Goal 2**
Test Description 2
Status
Not started

☐ **Mary Test 1**

Review Period   2019-20

Goal Plan   2019-20 Performance Goals

Organization Goals

2019-20 Performance Goals   + Add

Congratulations! You have successfully added a goal.

To view this walkthrough again, click 'Self-Help' and search 'Add A

Goal'.

⚠   You're almost there. Ready to submit your changes   Submit   Discard Changes

Actions   Sort By   Display Sequence

☐ ● Typing test
I'm writing this to test out the typing feature
Status
Not started

☐ Mary Test Goal 3
Test
Status
Not started

☐ Mary Test Goal 2
Test Description 2
Status
Not started

☐ Mary Test 1