

Good morning, Joseph Baer!

Me My Team My Client Groups Procurement Tools Others

QUICK ACTIONS

APPS

- Change Manager
- Seniority
- Transfer
- Employment
- Employee Summary
- Promote

Grid of application tiles including icons for people, performance, learning, users and roles, new person, and workforce compensation.

Show More

Things to Finish

Assigned to Me: 2

- 1 week ago ACTION REQUIRED: Billy Demon Requires Your Approval for the Goal Plan 2020-21
- 1 week ago FYI: The Goal Plan Test Goal Plan 2020-21 Was Sent for Approval

Goals - Manager Approve Goals (Manual Method)

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Click 'My Team'

Me My Team My Client Groups Procurement Tools Others

QUICK ACTIONS

- Change Manager
- Seniority Dates
- Transfer
- Employment Contracts
- Employee Summary
- Promote

APPS

My Team	Onboarding	Hiring	Performance Overview	Performance
Learning	Users and Roles	New Person	Workforce Compensation	

Show More

Things to Finish

Assigned to Me 2	1 week ago ACTION REQUIRED Billy Demon Requires Your Approval for the Goal Plan 2020-21	1 week ago FYI The Goal Plan Test Goal Plan 2020-21 Was Sent for Approval
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Good morning, Joseph Baer!

Me My Team My Client Groups Procurement Tools

2/6 Click 'Performance Overview'

QUICK ACTIONS

- Change Manager
- Seniority Dates
- Transfer
- Employment Contracts
- Employee Summary
- Promote

APPS

My Team	Onboarding	Hiring	Performance Overview	Performance
Learning	Users and Roles	New Person	Workforce Compensation	+

Show More

Things to Finish

Assigned to Me 2	1 week ago ACTION REQUIRED Billy Demon Requires Your Approval for the Goal Plan 2020-21	1 week ago FYI The Goal Plan Test Goal Plan 2020-21 Was Sent for Approval
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Goals and Performance Overview

Review Period 2020-21

My Team

Search Person Show Filters

Add Performance Goal

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Click '0 of X completed' under the word 'Performance Goals'

Sort By Name ascending

BD Billy Demon
Administrative Assistant

Last Updated Performance Rating

Performance Documents

Check-Ins

Performance Goals
0 of 2 completed

Anytime Documents

Potential Rating

ML Mary Louise
Adjunct

Last Updated Performance Rating

Performance Goals

TP Thomas Phillips
Administrative Assistant

Last Updated Performance Rating

Performance Goals
0 of 0 completed

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Select Desired Goal Period

Review Period: 2020-21
Goal Plan: Test Goal Plan 2020-21

Test Goal Plan 2020-21 + Add

Actions Sort By: Display Sequence

<input type="checkbox"/>	Test Goal 2 2021 Test Goal 2 2021 Status Not started
<input type="checkbox"/>	Test Goal 1 Test Status Not started

Review Period: 2019-20

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Click 'See details.'

Your approval is required. [See details.](#)

Sort By: Display Sequence

- Test Joe 7/1 Gamma
Test Description - Manager Edit
Status: Canceled
- Test Joe 7/1 Beta
Status: Canceled
- Test Joe 7/1 Alpha
Test Description
Status: Canceled

←

BD

Goals

Show More

2019-20 Performance Goals

Billy Demon

Edit Info Request for Information Approve Reject

⚠ Approval in Progress

Billy Demon

Goal Plan Approval Request

Worker Billy Demon has submitted 2019-20 Performance Goals for your approval

Review Period 2019-20
Goal Plan 2019-20 Performance Goals

Updated Goals

Test Joe 7/1 Gamma	Status	Not started	Canceled
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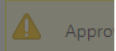
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This section will allow you to either request information, approve, or reject your employee's goals. Be sure you have reviewed their goals, and concur that they appropriate.

Once you have viewed, and approve of your employee's goals, click '**Approve**'

Good goals are **SMART** goals.

- Specific
- Measurable
- Achievable
- Realistic
- Time-Based



Congratulations! You have made the selected changes to your employee's goals. If you approved them, they will now begin on the self-evaluation portion of the performance appraisal process.

To view this walkthrough again, click **'Self Help'** and search 'Manager Approve Goal'

(Hint, there might be a simple way to do this as well.)