Manager: Assigning Goals

Assigning Goals to direct reports

- ➢ Login to myHR
- ➢ Select the *Team Talent* icon.
- ➢ Select the *Goals* icon.
- ➢ Click *Add Goal.*
- ➢ Select the box next to the employees you would like to assign the goal to.
- ➢ Click *Next.*
- ➢ Enter the Goal information
- ➢ Click *Save and Close.*
- ➢ The goal has been added to the selected employee's Goal Plan.

Please utilize the most updated versions of Chrome, Fire Fox or Internet Explorer when accessing this content.

*Internet Explorer v.9 is *not* recommended for use with the Talent Management modules.