

# How to Approve Goals

1

## Goal Setting and Annual Performance Review Tasks

2022/2023 - Goal Setting Conversation

2

2022/2023 - Goal Setting Conversation

Overview

4/1/2022 - 3/31/2023

0%

Overview

Goal setting runs from April 1st to June 30th. Draft your goals and their associated tasks and have a goal setting discussion with your manager prior to submitting them.

Click on the "Wizard" button to create "SMART" Goals to assist you with formulating your goals and objectives

Best practice is that each employee sets 3-5 goals for each performance development cycle

Consider aligning your goals to:

- Faculty and Departmental operations
- EDI
- Strategic Priorities of the university
- Activities that drive development of competencies

Don't forget to update your goal status as you achieve against your goals. This can be done off-cycle at any time.

Review Step Progression

Employee Completes Goal Setting

Manager Approves Goal Setting

Get Started

3

New - Please Review

Develop New Process

Status : On Track

Start Date : 4/1/2022

Due Date : 3/31/2023

more...

4

Overview

2022-2023 Goal Setting

Sign Off

Test

New - Please Review

Develop New Process

Status : On Track

Start Date : 4/1/2022

Due Date : 3/31/2023

more...

Comments :

Edit

Delete

View History

5

Back

Save and Exit

Save and Continue

6

## Approval

Please provide an e-signature to acknowledge the completion of this step.

Manager

☒ I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Self

Manual Signature on the printable version

Sign

7

Back

Save and Exit

Submit

8

Thank you for completing the goal setting activity.

Go to Action Items

1

Visit [My HR Connection](#), select Goal Setting Conversation for your employee

2

Click "Get Started"

3

Click "More" to view all tasks related to the goal

4

Click "Edit" if changes are required and add any comments to each goal

5

Click "Save and Continue"

6

Select the "Check box" and click "Sign" to apply your e-signature

7

Click "Submit"

8

Click "Go to Action Items" to finish any other tasks you may have waiting for additional team members

