How to Approve Goals

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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