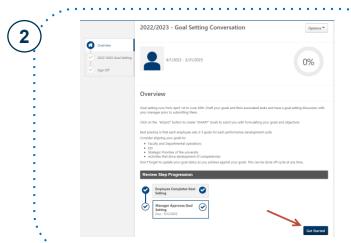
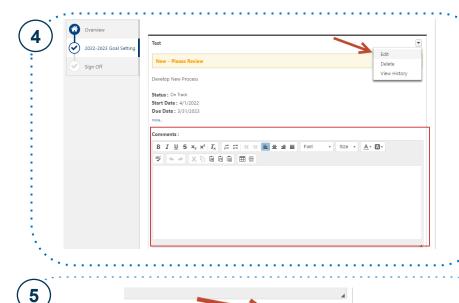
## **How to Approve Goals**











Submit

Back

Save and Exit

Save and Exit

Save and Continue

- Visit My HR Connection, select Goal Setting Conversation for your employee
- 2 Click "Get Started"
- Click "More" to view all tasks related to the goal
- 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"
- Click "Go to Action Items" to finish any other tasks you may have waiting for additional team members



