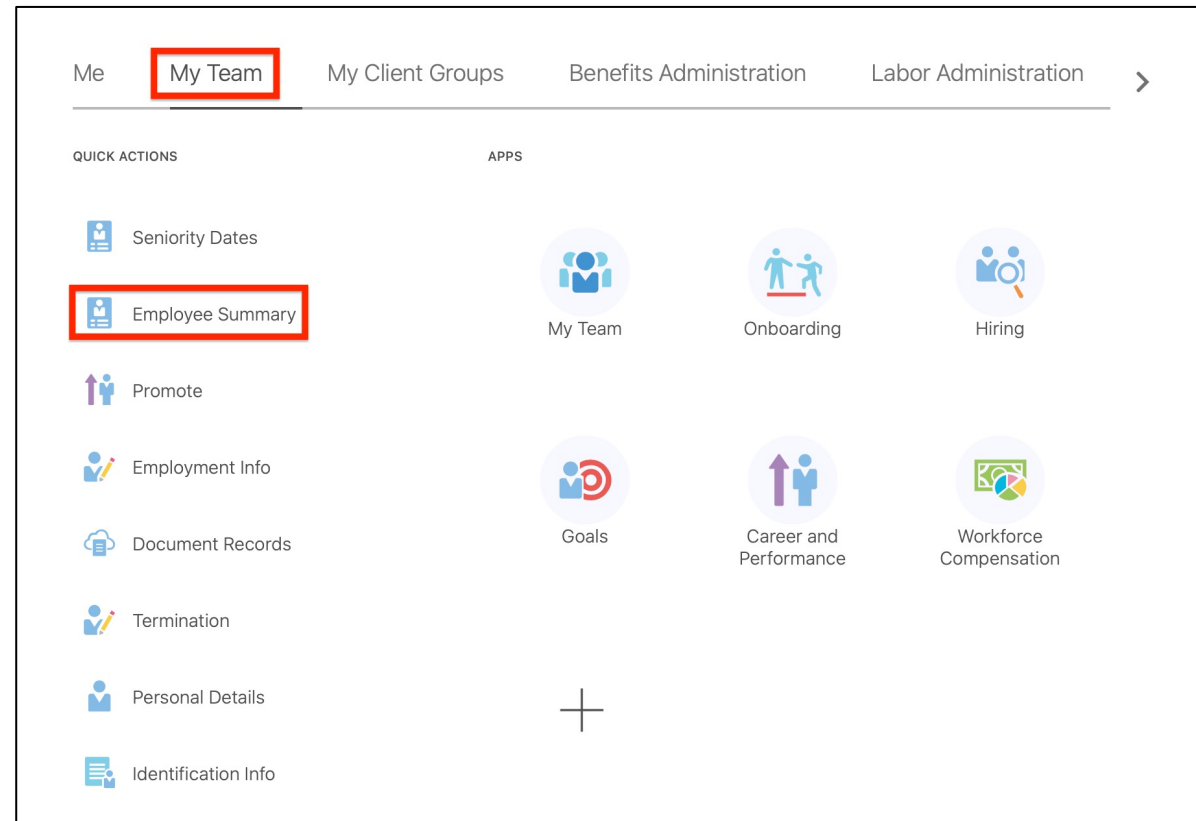
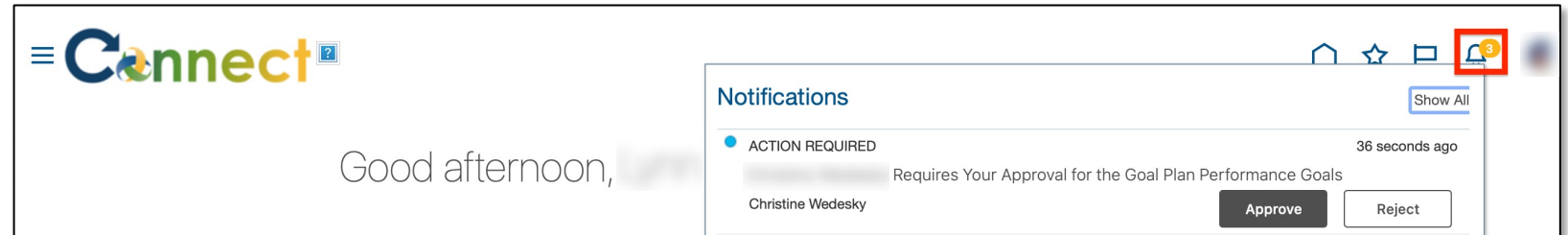
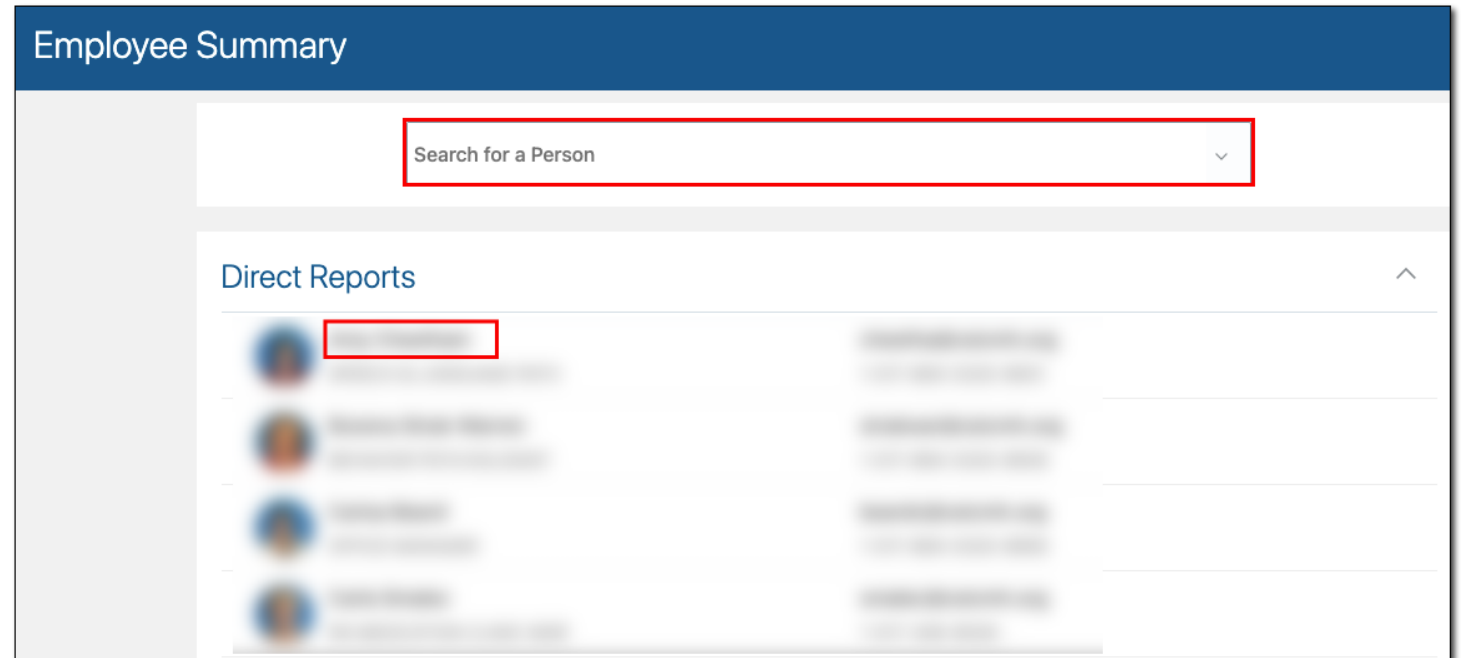


**Manager reviews performance goal(s)
submitted by an employee**

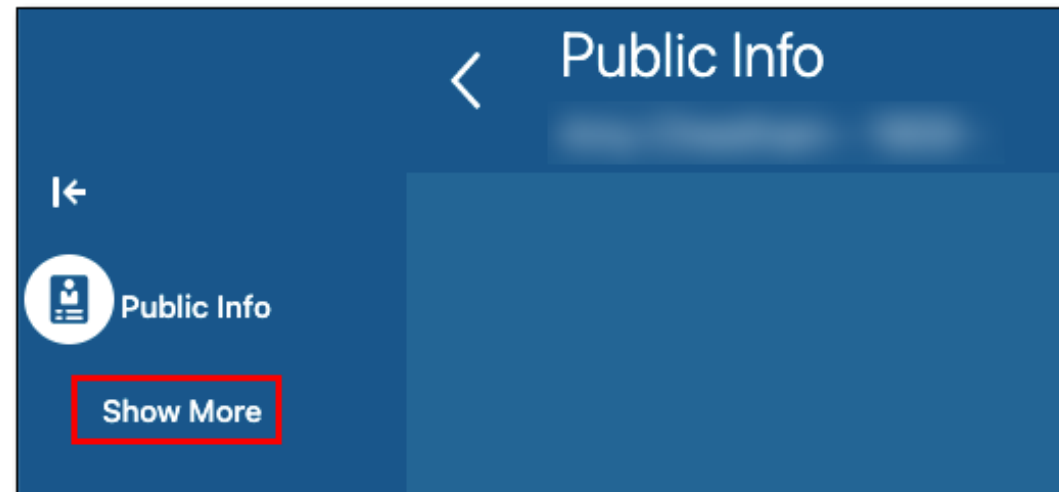
1. Click on the notification bell to see the most recent employee goal updates.
2. Select **My Team** to display your Manager functions.
3. Click **Employee Summary** from the Quick Links.

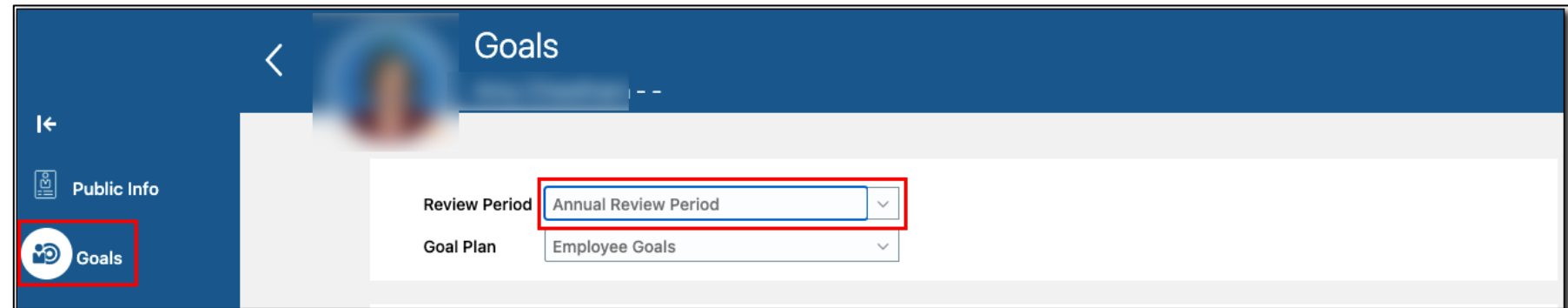


4. On the **Employee Summary** page, search for and/or select the name of the Direct Report whose goal you are reviewing.

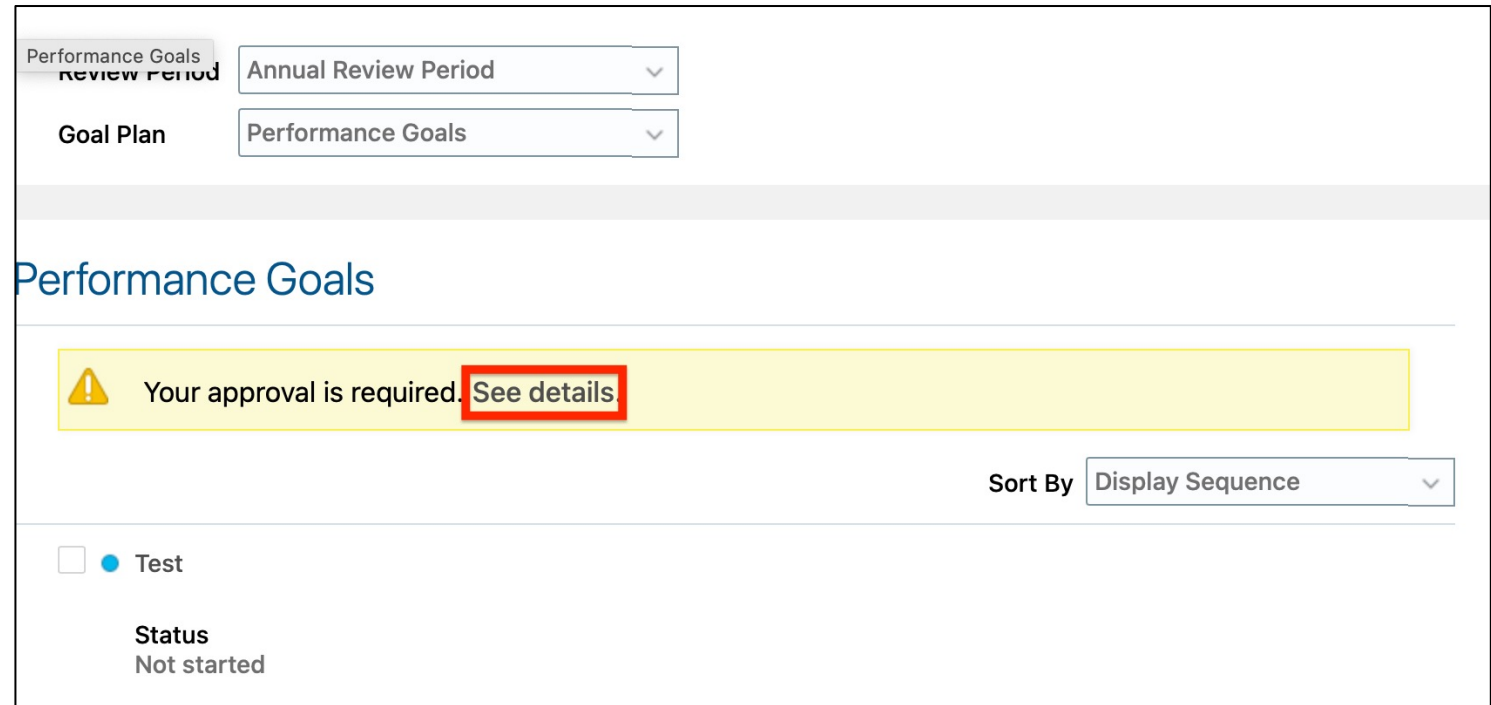


5. On the **Employee's Public Info** page, click **Show More**.

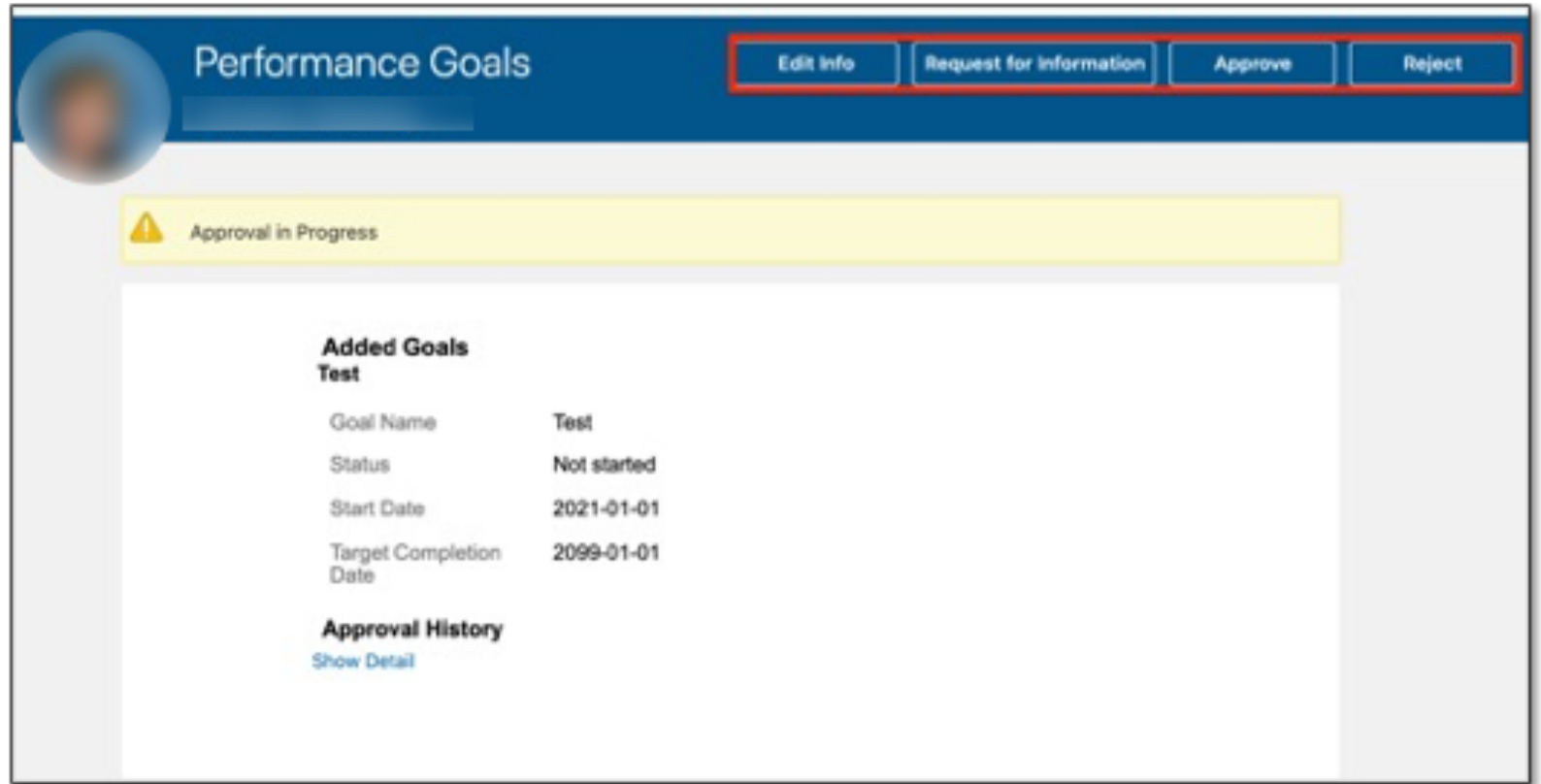




6. Click the **Goals** link.
7. On the **Goals** page, ensure that the current **Review Period** is selected.
8. On the Goals page there will be an approval prompt, click **See Details**.



9. Review the goal details and click **Edit Info**, **Request for Information**, **Approve**, or **Reject** to complete either those actions.



The screenshot shows a web interface for 'Performance Goals'. At the top, there is a blue header bar with a user profile picture on the left, the title 'Performance Goals' in the center, and four action buttons on the right: 'Edit Info', 'Request for Information', 'Approve', and 'Reject'. Below the header, a yellow banner with a warning icon and the text 'Approval in Progress' is displayed. The main content area contains a section titled 'Added Goals' with a sub-header 'Test'. Below this, a table lists goal details: Goal Name (Test), Status (Not started), Start Date (2021-01-01), and Target Completion Date (2099-01-01). At the bottom of this section is a link 'Show Detail'. Below the table is another section titled 'Approval History'.

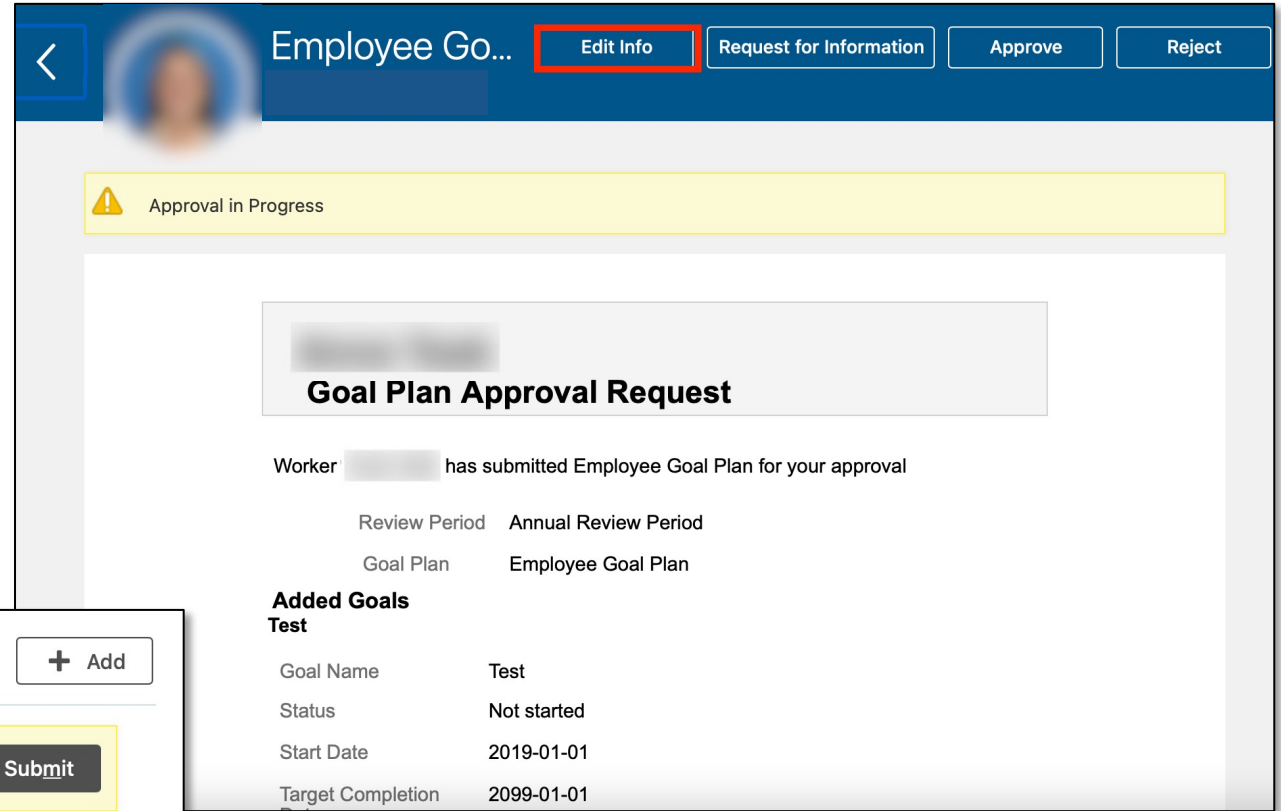
Added Goals	
Test	
Goal Name	Test
Status	Not started
Start Date	2021-01-01
Target Completion Date	2099-01-01

[Show Detail](#)

Approval History

**Manager edits a goal submitted
by an employee**

10. From the Performance Goals page, click **Edit Info**.
11. Click on the **name** of the goal that needs to be edited.



Employee Go... **Edit Info** Request for Information Approve Reject

⚠ Approval in Progress

Goal Plan Approval Request

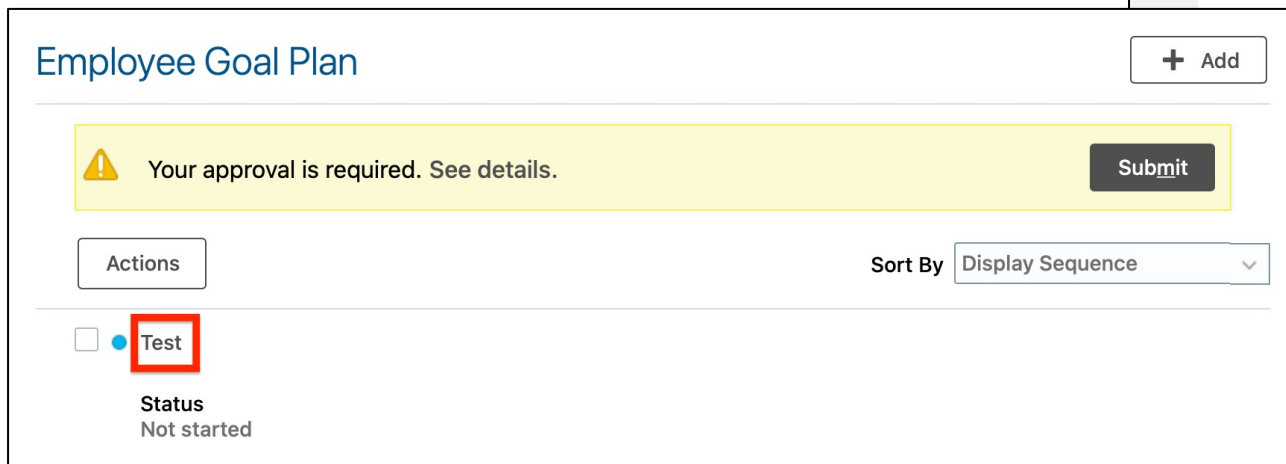
Worker [redacted] has submitted Employee Goal Plan for your approval

Review Period Annual Review Period

Goal Plan Employee Goal Plan

Added Goals

Goal Name	Test
Status	Not started
Start Date	2019-01-01
Target Completion	2099-01-01



Employee Goal Plan + Add

⚠ Your approval is required. See details. Submit

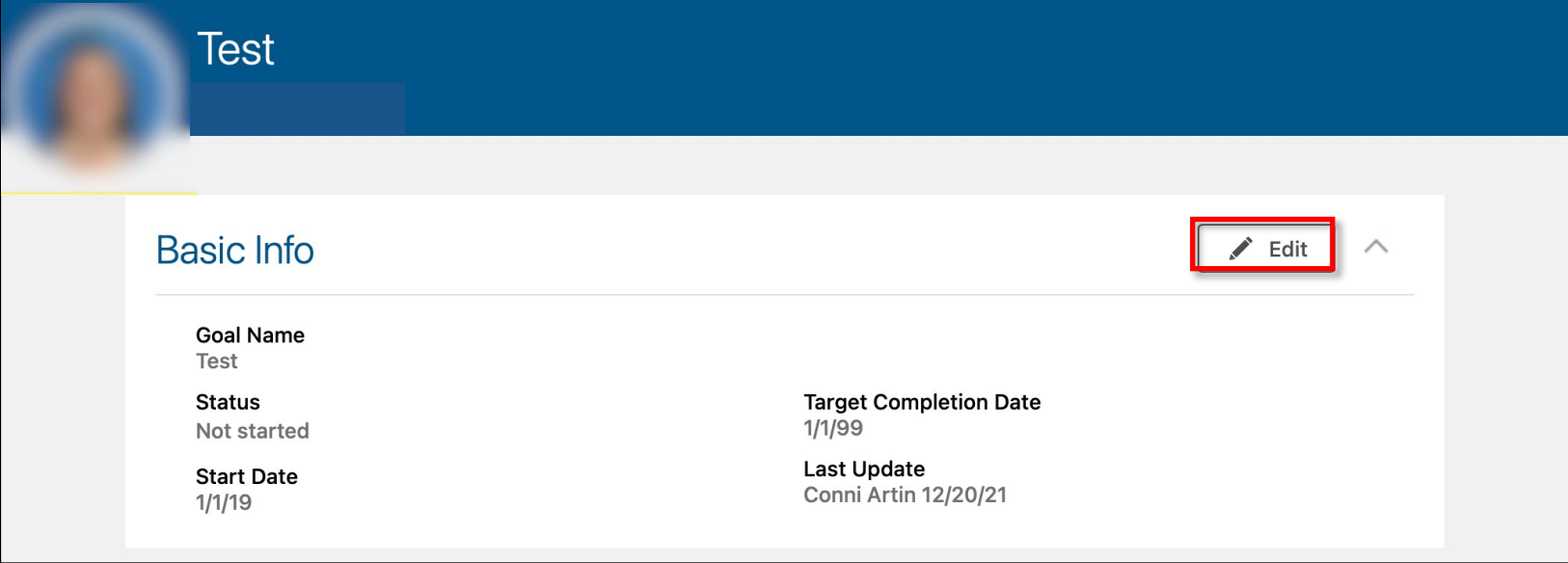
Actions Sort By Display Sequence

Status	Not started
☒ Test	

12. Click **Edit** and make the desired changes to the goal.

13. Once done, click **Save**.

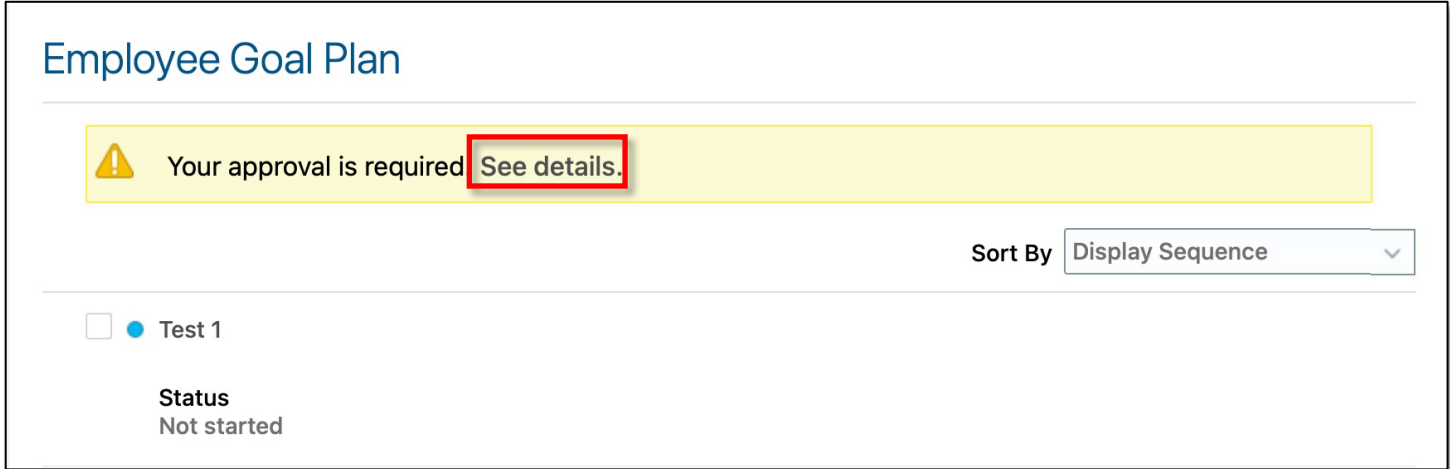
14. Return to the Goal Plan Page, click **See details**.



Test

Basic Info Edit

Goal Name Test	Target Completion Date 1/1/99
Status Not started	Last Update Conni Artin 12/20/21
Start Date 1/1/19	



Employee Goal Plan

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

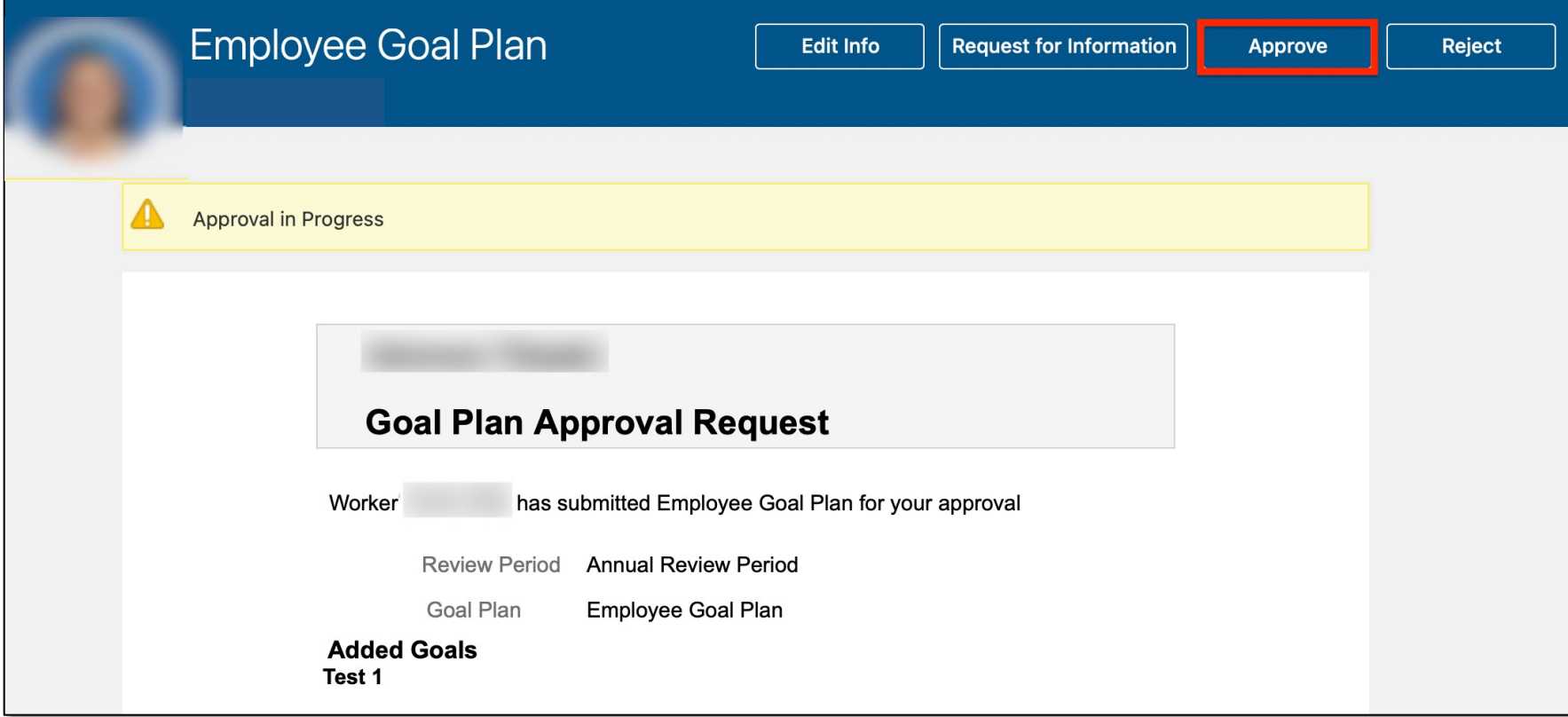
Sort By Display Sequence

☐ ● Test 1

Status
Not started

15. Review the edited goal and click **Approve** to complete the transaction as desired and save the changes you made.

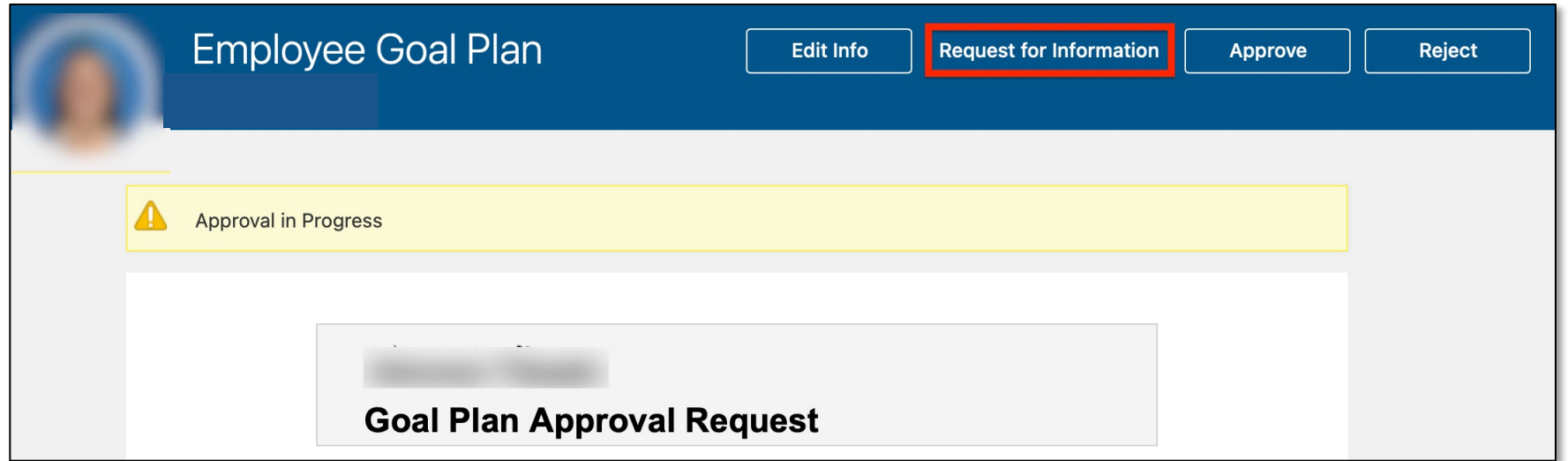
Note: The employee will receive a notification of the manager's approval.



The screenshot displays the 'Employee Goal Plan' interface. At the top, there is a header bar with a user profile icon, the title 'Employee Goal Plan', and three buttons: 'Edit Info', 'Request for Information', and 'Approve' (which is highlighted with a red border). Below the header, a yellow banner with a warning icon and the text 'Approval in Progress' is visible. The main content area features a section titled 'Goal Plan Approval Request'. Below this title, a message states: 'Worker [redacted] has submitted Employee Goal Plan for your approval'. There are two rows of labels: 'Review Period' with the value 'Annual Review Period', and 'Goal Plan' with the value 'Employee Goal Plan'. At the bottom, under the heading 'Added Goals', the text 'Test 1' is displayed.

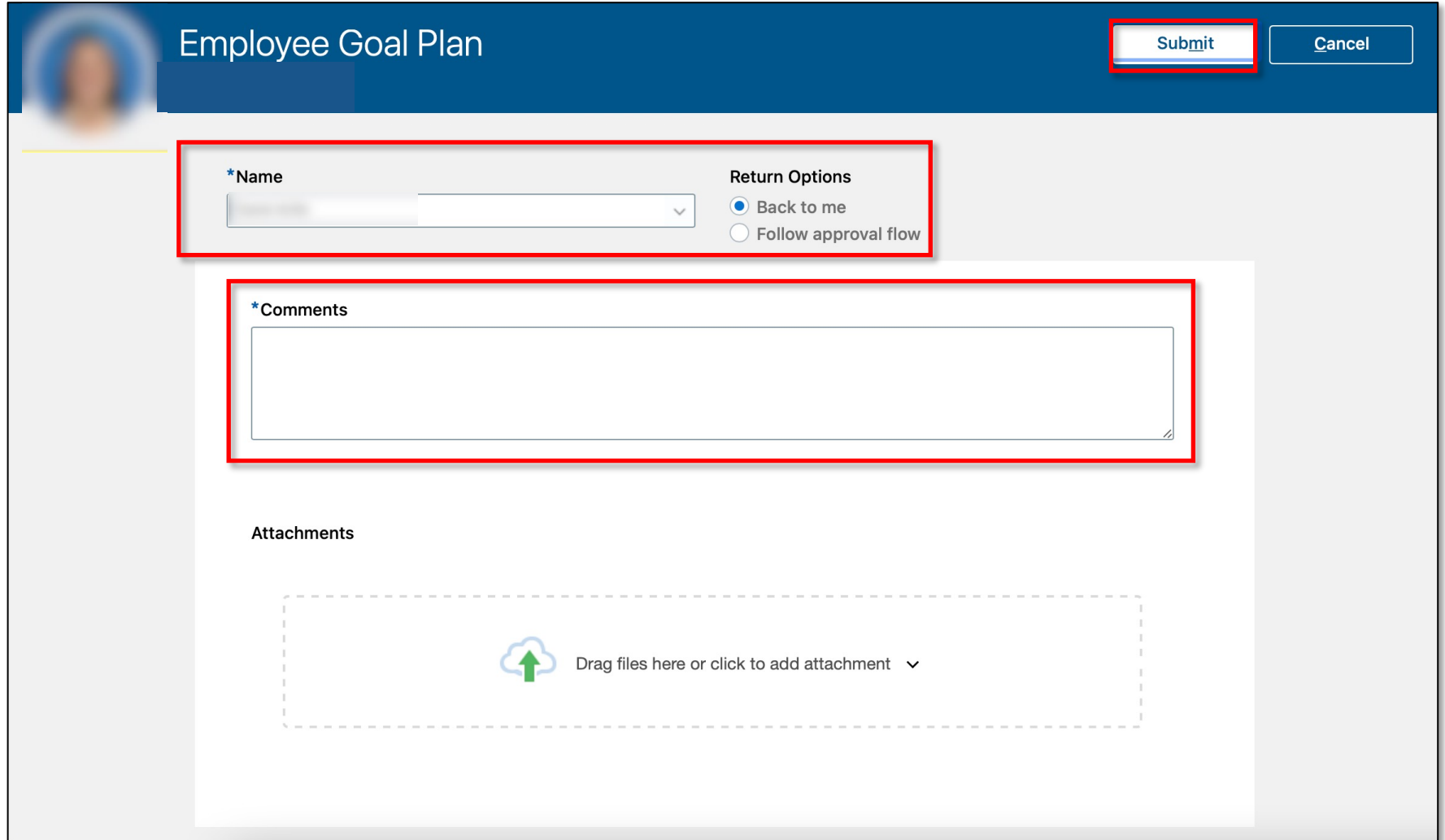
**Manager requests information for a goal
submitted by an employee**

16. Click **Request for Information** to send a message to the employee requesting more information about the goal they submitted.



The screenshot shows the 'Employee Goal Plan' interface. At the top, there is a blue header bar with a user profile picture on the left and the title 'Employee Goal Plan' in the center. To the right of the title are four buttons: 'Edit Info', 'Request for Information' (highlighted with a red border), 'Approve', and 'Reject'. Below the header bar, there is a yellow warning banner with a triangle icon and the text 'Approval in Progress'. Below the banner, there is a large white rectangular area containing a blurred image of a person and the text 'Goal Plan Approval Request'.

17. Click the **Name** field to confirm the name of the employee who needs to provide information is there. If not, begin typing the name in the search field before selecting from the list of choices.
18. In **Return Options**, make sure **Back to Me** is selected- to ensure the approval workflow returns to the manager after the employee provides information.
19. Provide any additional **Comments** and **Attachments** as necessary before clicking **Submit**.

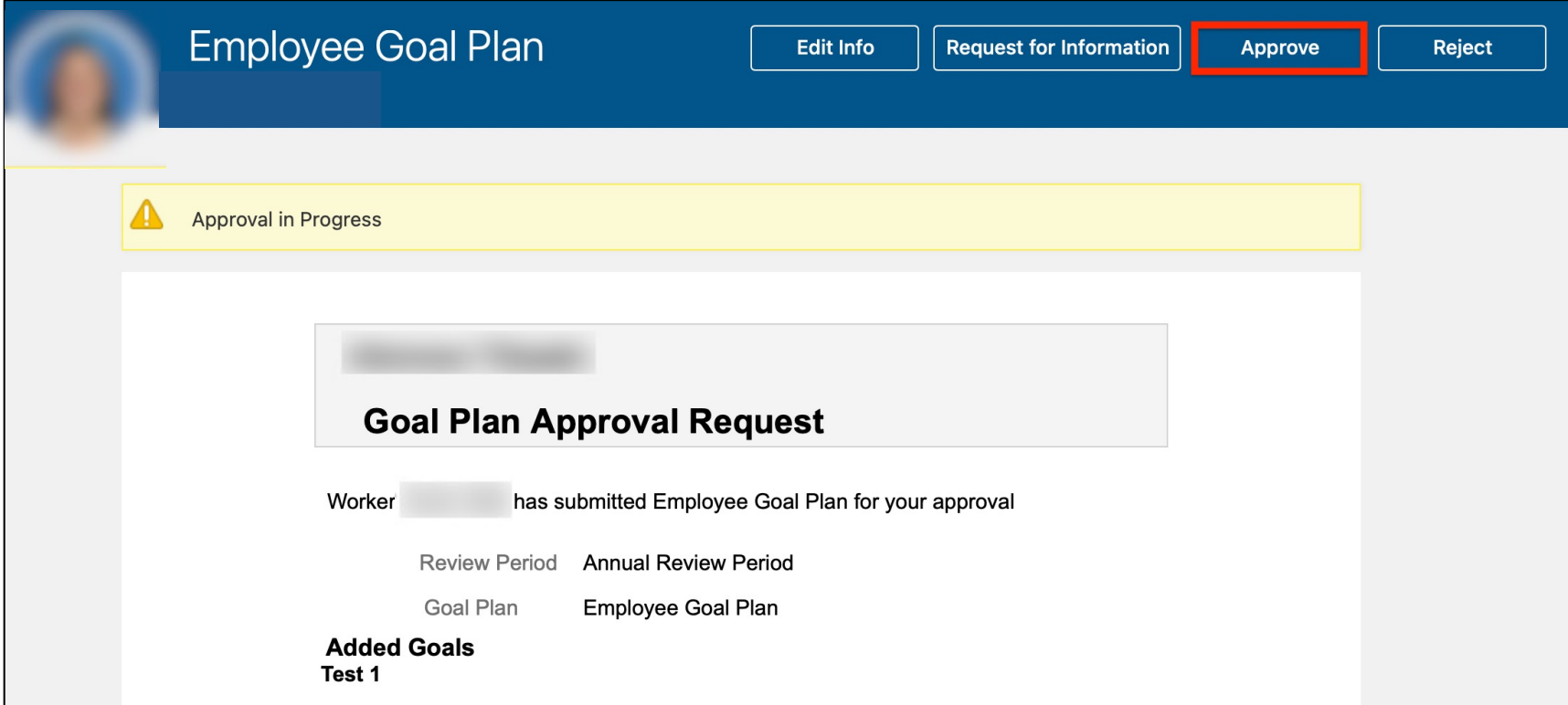


The screenshot shows the 'Employee Goal Plan' form. At the top, there is a header bar with a user profile picture on the left, the title 'Employee Goal Plan' in the center, and two buttons, 'Submit' and 'Cancel', on the right. The 'Submit' button is highlighted with a red box. Below the header, the form is divided into several sections. The first section, also highlighted with a red box, contains a dropdown menu labeled '*Name' and a 'Return Options' section with two radio buttons: 'Back to me' (which is selected) and 'Follow approval flow'. Below this is a large text area labeled '*Comments', also highlighted with a red box. At the bottom, there is an 'Attachments' section with a dashed box containing a green upload icon and the text 'Drag files here or click to add attachment'.

**Manager approves a goal submitted
by an employee**

20. Click **Approve** to approve the goal submitted by the employee.

Note: The employee will receive a notification of the manager's approval.

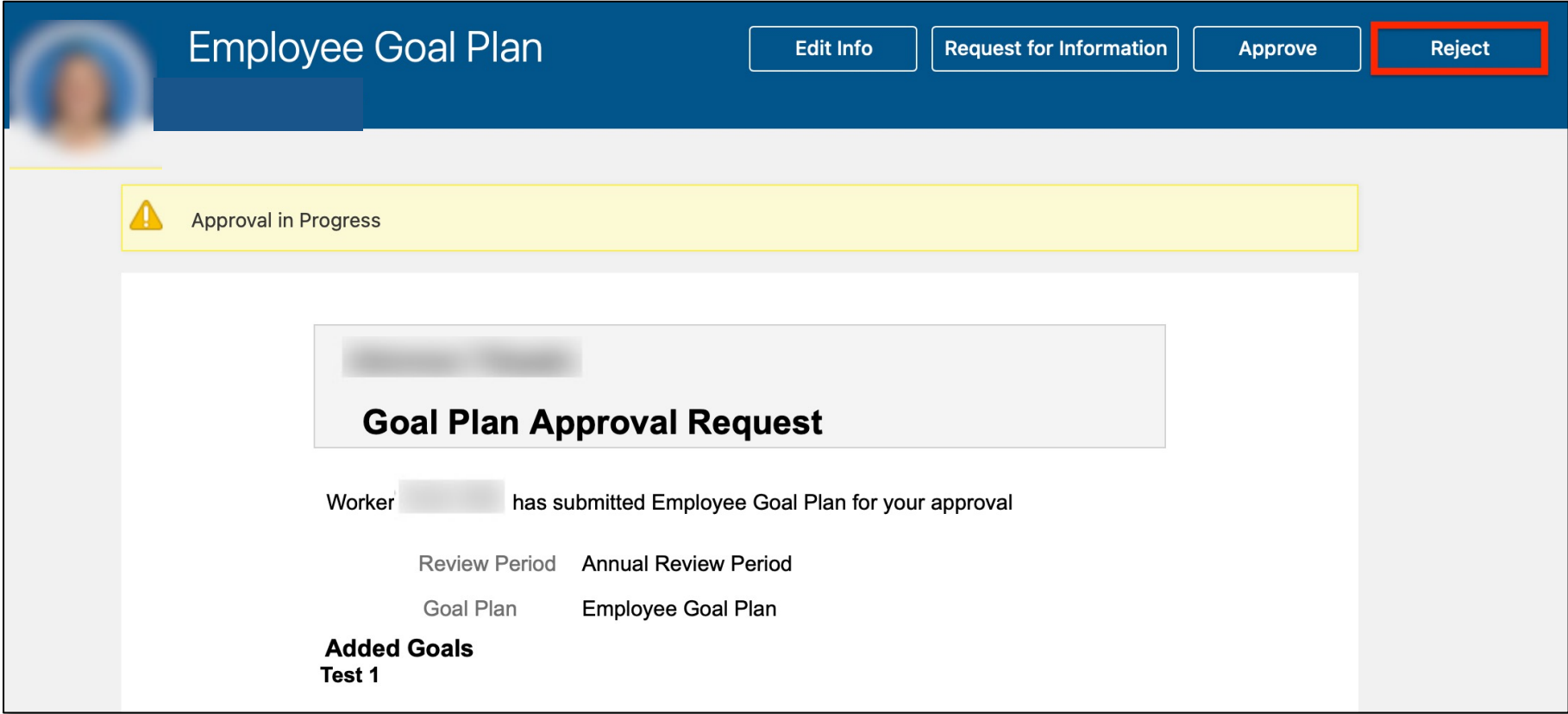


The screenshot shows the 'Employee Goal Plan' interface. At the top, there is a header bar with a user profile icon, the title 'Employee Goal Plan', and three buttons: 'Edit Info', 'Request for Information', and 'Approve' (which is highlighted with a red border). Below the header, a yellow banner displays a warning icon and the text 'Approval in Progress'. The main content area features a 'Goal Plan Approval Request' section. It states: 'Worker [redacted] has submitted Employee Goal Plan for your approval'. Below this, there are two rows of information: 'Review Period' and 'Annual Review Period' in the first row, and 'Goal Plan' and 'Employee Goal Plan' in the second row. At the bottom, under the heading 'Added Goals', there is a single entry: 'Test 1'.

**Manager rejects a goal submitted
by an employee**

20. Click **Reject** to reject the goal submitted by the employee.

Note: The employee will receive a notification of the managers decision



The screenshot shows the 'Employee Goal Plan' interface. At the top, there is a header bar with a user profile icon, the title 'Employee Goal Plan', and four action buttons: 'Edit Info', 'Request for Information', 'Approve', and 'Reject'. The 'Reject' button is highlighted with a red border. Below the header, a yellow warning banner displays a warning icon and the text 'Approval in Progress'. The main content area features a 'Goal Plan Approval Request' section. It states: 'Worker [redacted] has submitted Employee Goal Plan for your approval'. Below this, there are two columns of information: 'Review Period' and 'Annual Review Period' in the first column, and 'Goal Plan' and 'Employee Goal Plan' in the second column. At the bottom, under the heading 'Added Goals', there is a single entry 'Test 1'.