

## Manager: Assigning Goals

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### *Assigning Goals to direct reports*

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- 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 use the most recent versions of either Chrome or FireFox when accessing this content. Note: Internet Explorer is no longer supported.