

Good morning, DePaul Manager

Me My Team My Client Groups Procurement Tools Others

Goals - Manager Approve Goals (Manual Method)

QUICK ACTIONS

Team Activity Center

Team Time Cards

Document Records

Document Delivery Preferences

Team Activity Center

Journeys

Hiring

Good morning, DePaul Manager

Me My Team My Client Groups Procurement Tools Others

1/6

Click 'My Team.'

APPS

- Team Activity Center
- Team Time Cards
- Document Records
- Document Delivery Preferences

Team Activity Center	Journeys	Hiring

Me

My Team

My Client Groups

Procurement

Tools

Others

QUICK ACTIONS

 Team Activity Center

 Team Time Cards

 Document Records

 Document Delivery Preferences

 Seniority Dates

 Transfer

 Employment Info

 Employee Summary

APPS



Journeys



Hiring



Goals and
Performance



View Transferred
Performance



Learning



New Person



Workforce
Compensation



Team Goals Center

2/6



Click 'Goals and Performance.'

Back

BlueSky Help

Goals and Performance Overview

- Goals and Performance Overview
- Evaluate Performance

BlueSky Help

Review Period 2024-25

My Team

Search Person

Show Filters

Sort By Name ascending

DE

DePaul Employee

FT Hourly

3 Directs, 3 Total



Performance Goals
0 of 3 completed

Performance Documents

Anytime Documents

3/6

In the field below, you may need to click the expand carat to the right for the employee whose goals you would like to approve.

If the employee's profile is already expanded, click 'Next' to continue.

Next

Goals and Performance Overview



Goals and
Performance
Overview



Evaluate
Performance

BlueSky Help

Review Period

2024-25

My Team

Search Person



Show Filters

Sort By Name ascending



DePaul Employee

FT Hourly

3 Directs, 3 Total



Performance Goals

0 of 3 completed

Performance Documents

2024-25 Staff Performance Appraisal

Anytime Documents

0 created

4/6

Click '0 of # completed' under
Performance Goals for the employee
whose goals should be approved.

Back

Performance

Development

Review Period
2024-25

+ Add

View Plan Details

5/6

Click 'View details.'

View details

 Pending approval

7/1/2024 - 6/30/2025

New Goal Name

This is a description of the new goal.

Created By
DePaul Employee

Not started



Goals



Explore



DE

My Goals



Approve

6/6



This section will allow you to **'Approve'** your employee's goals.
If the employee needs to modify their goals, you may instead click 'More Actions' (that is, '...'), then select 'Withdraw' to send the goals back to the employee for editing.

BlueSky Help

⚠️ Approval in Progress

DePaul Employee

Goal Plan Approval Request

Worker DePaul Employee has submitted 2024-25 Performance Goals for your approval.

Review Period 2024-25



Approve

DE

My Goals

BlueSky Help

⚠️ Approval in Progress

Congratulations! You have reviewed your employee's goals.

DePaul Employee

Goal Plan Approval Request

Worker DePaul Employee has submitted 2024-25 Performance Goals for your approval.

Review Period 2024-25