

# Good morning, DePaul Manager

Me My Team

My Client Groups

Procurement

Tools

Others

QUICK ACTIONS

## Goals - Manager Approve Goals (Manual Method)

 Team Activity Center

 Team Time Cards

 Document Records

 Document Delivery Preferences



Team Activity  
Center



Journeys



Hiring

# Good morning, DePaul Manager

Me

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Tools

Others

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Click 'My Team.'

x

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**

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Click 'Goals and Performance.'

x

Back



Goals and Performance



View Transferred Performance



Learning



New Person



Workforce Compensation



Team Goals Center

## 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

 Anytime Documents

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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

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

Back

### My Team

Search Person

Show Filters

Sort By Name ascending

DE	<b>DePaul Employee</b> FT Hourly	3 Directs, 3 Total	
<b>Performance Documents</b> 2024-25 Staff Performance Appraisal		<b>Performance Goals</b> <span>0 of 3 completed</span>	<b>Anytime Documents</b> <span>0 created</span>

Performance      Development

Review Period  
2024-25

+

Add

View Plan Details

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Click 'View details.'

Your supervisor is required.

[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



## My Goals

⚠️ 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

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This section will allow you to '**Approve**' your employee's goals. You may also click '**More Actions**' (i.e., the ellipses), then select '**Request for Information**' from the menu that appears.

\*NOTE: Clicking 'Reject' from the 'More Actions' menu will delete all employee goals submitted. If you would like changes made before approving, 'Request for Information' may be a more appropriate choice.



DE

## My Goals

...

Approve

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

Start Date

2024-05-01

End Date