

System guide:

How to add a progress update to your objectives

**My**Contribution

MyReview MyDevelopment MyCareer





Nadine Van Der Po...

[View profile](#)



Home



My time



My pay



Learning



Performance

Dashboard

News



Good morning Nadine, welcome back!

Latest company news

[View all news >](#)

### HESA

HESA Staff Data - Is your information u...

Employee Self Service

### iTrent

HR Connect Video Guides



Setting up Email Payslips & P60s



Sickness

[View all sickness >](#)

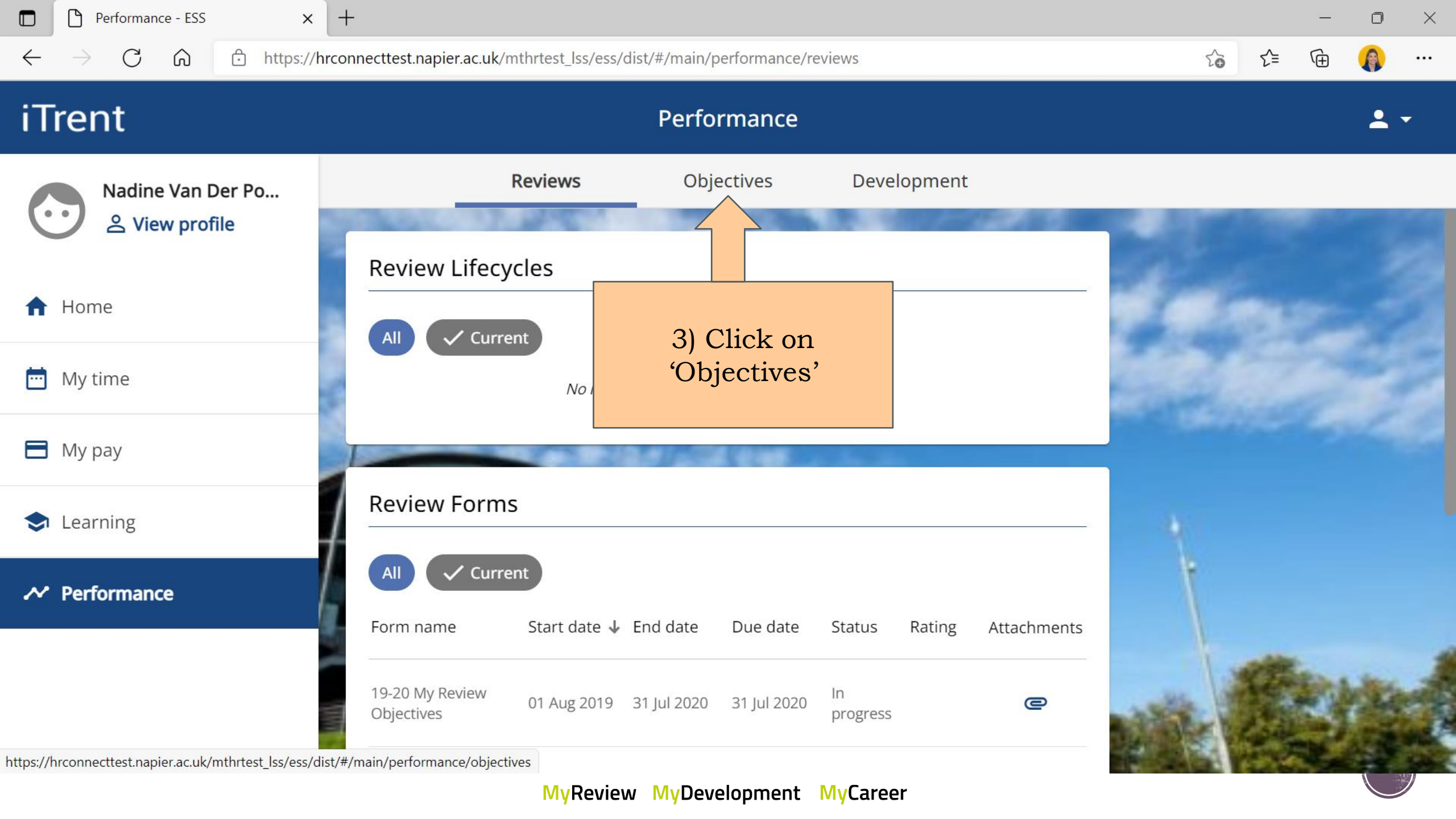
Other absence

[View all other absence >](#)

1) Open HR connect self service

2) Click on 'Performance'





Nadine Van Der Po...  
[View profile](#)

[Home](#)

[My time](#)

[My pay](#)

[Learning](#)

**Performance**

Reviews

Objectives

Development

### Review Lifecycles

All

✓ Current

No

3) Click on 'Objectives'

### Review Forms

All

✓ Current

Form name	Start date ↓	End date	Due date	Status	Rating	Attachments
19-20 My Review Objectives	01 Aug 2019	31 Jul 2020	31 Jul 2020	In progress		



Nadine Van Der Po...

[View profile](#)

[Home](#)

[My time](#)

[My pay](#)

[Learning](#)

**Performance**

Reviews

**Objectives**

Development

### Objectives

[All](#) [Current](#) [Download](#)

Form name	Start date ↓	Target date	Linked to	Status
<a href="#">Complete the annual MYC audit</a>		<a href="#">29 Jul 2022</a>		<a href="#">Actions</a> <a href="#">Progress</a>
Engagement in the My Contribution...		30 Nov 2022		<a href="#">Actions</a> <a href="#">Progress</a>
Enhance my coaching skills		16 Mar 2022		<a href="#">Actions</a> <a href="#">Progress</a>
Implement the partnering model		15 Jun 2022		<a href="#">Actions</a> <a href="#">Progress</a>

4) Click on 'progress'



[← Back to Objectives](#)

### Objective progress details

#### Objective progress list

Date	Status	Percentage complete	Created by	Authorisation status	Details
------	--------	---------------------	------------	----------------------	---------

5) Click on 'add objective progress details'



Add objective progress details

< Back to Objectives

### Objective progress details

Back to objective progress

Objective progress details: New

Objective title  
Enhance my coaching skills

Date (required)

15/02/2022



Status

Percentage complete

Save

6) Scroll down



← Back to Objectives

### Objective progress details

Objective progress details: New

Objective title  
Enhance my coaching skills

Date (required)



Status

- Cancelled
- Completed
- Deferred
- In progress**
- Not started

7) Select appropriate status update

[← Back to Objectives](#)

### Objective progress details

In progress ▾

Percentage complete  
75

Created by  
Nadine Van Der Pompe

Comments  
I have just submitted my 20 page coaching assignment, this was a massive piece of work which I completed in my own time and on my off days. The amount of hours it took me to complete the assignment is around 18 hours. I had to apply academic referencing and actually reviewed many

8) Add % complete  
9) Add progress update under 'comment'  
10) Click 'save'

Save



[< Back to Objectives](#)

### Objective progress details



Changes have been saved.

### Objective progress list

Current

Date	Status	Percentage complete	Created by	Authorisation status	Details
15/02/2022	In progress	75	Nadine Van Der Pompe	Authorised	



[Add objective progress details](#)

12) Click 'back to objectives'  
(Note: you can add 1 progress update per day maximum)

11) Review your added progress update (if you wish) under 'details'

System guide:

How to add a progress update to your objectives

**My**Contribution

MyReview MyDevelopment MyCareer

