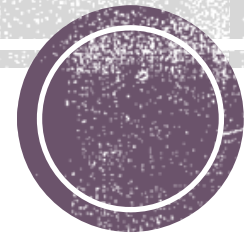


System guide:

How to add objectives in the system

MyContribution

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 >](#)

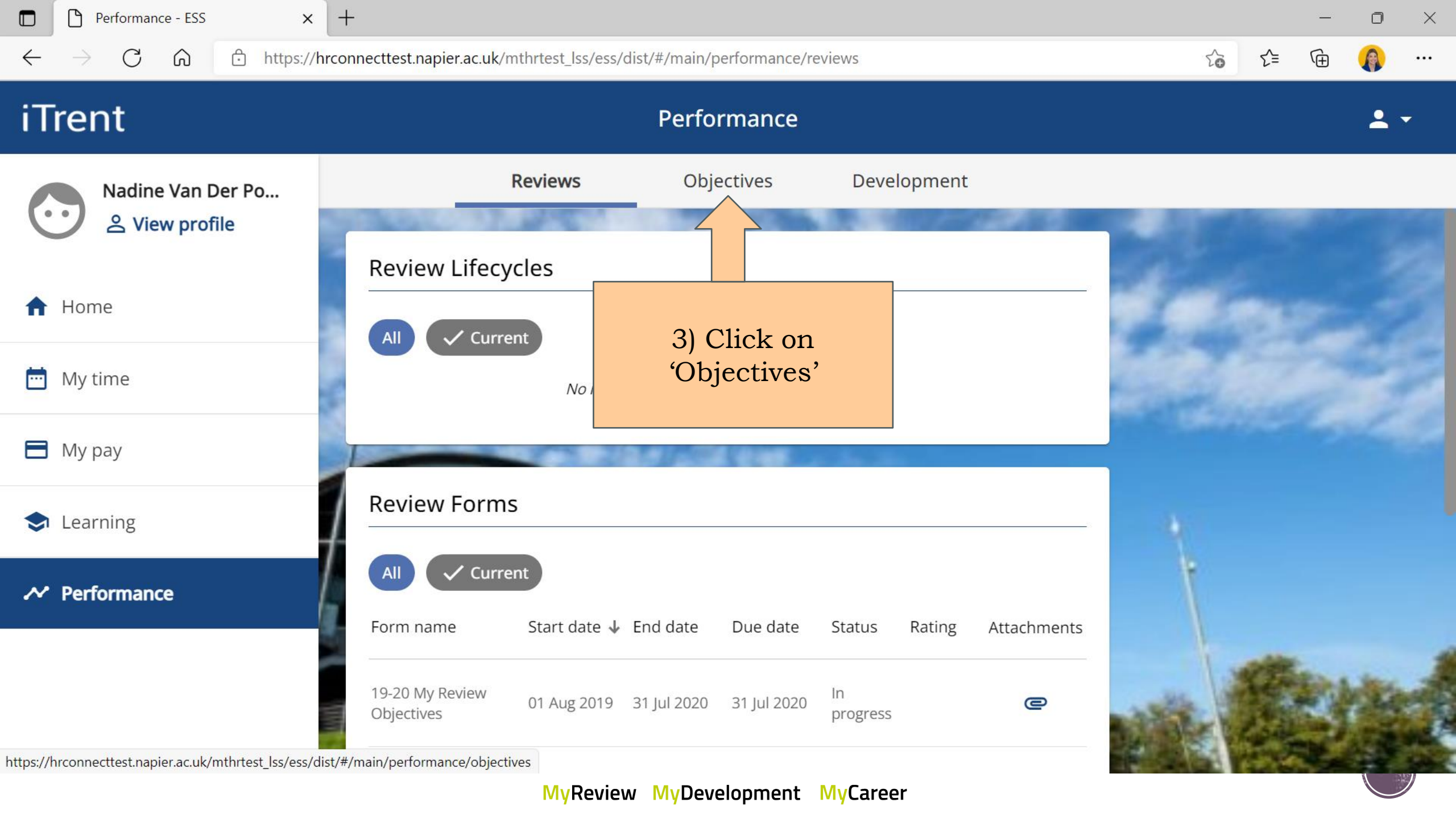
Other absence

[View all other absence >](#)

1) Open HR connect self service

2) Click on 'Performance'





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[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		📎



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Performance

Reviews

Objectives

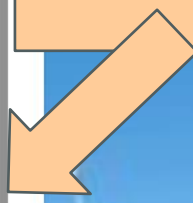
Development

Objectives

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

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

4) Scroll down



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Enhance my coaching skills

16 Mar 2022

Actions

Progress

Implement the partnering model

15 Jun 2022

Actions

Progress

Interviewing skills

01 Jun 2022

Actions

Progress

Set up an annual MYC reporting...

29 Jul 2022

Actions

Progress

Set up an annual MYC reporting...

15 Dec 2021

Actions

Progress

5) Click on 'add objectives'



+ Add objectives

< Back to Objectives

Objective details

Objective details: New

Objective Title (required)

Type (required)

Individual Objective
Personal Development Objective
Team Objective

Attachment date (required)

10/02/2022

Description

Save

6) Add objective details, namely:

- Objective title
- Objective type
- Attachment (start) date

[← Back to Objectives](#)

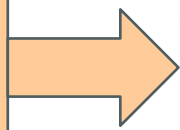
Objective details

Objective details: New

Objective Title (required)

Enhance my coaching skills

7) Scroll down, once first details are added



Type (required)

- Individual Objective
- Personal Development Objective
- Team Objective

Attachment date (required)

10/02/2022



Description

Save

< Back to Objectives

Objective details

Description

Enhance coaching skills by;
1) Completion of an accredited coaching qualification
2) Work with minimum of 2 coachees over a period of 3 months minimum, delivering a minimum of 10 hours of coaching

Additional information

Support from manager - flexibility when there is high demand on course work / assignments for coaching. Support with finding an appropriate small coaching project in the university

Target completion date

Save

8) Add objective details, cont. namely:

- Objective description
- Additional information
- Target completion date

9) Scroll down again

< Back to Objectives

Objective details

Target completion date



Completion date



Priority

Objective rating

10) Add priority level (low / medium / high)
(Actual completion date and rating can be added once objective is completed)

Save

11) Click save

Nadine Van Der Po...

- Home
- My time
- My pay
- Learning

12) View objective added to the list

Reviews	Objectives	Development	
	Enhance my coaching skills	30 Jun 2022	Actions Progress
	Implement the partnering model	15 Jun 2022	Actions Progress
	Interviewing skills relaunch (and...	01 Jun 2022	Actions Progress
	Management essentials upskillin...	29 Jul 2022	Actions Progress
	Set up an annual MYC reporting...	15 Dec 2021	Actions Progress

[+ Add objectives](#)

System guide:

How to add objectives in the system

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