System guide:

How to add objectives in the system
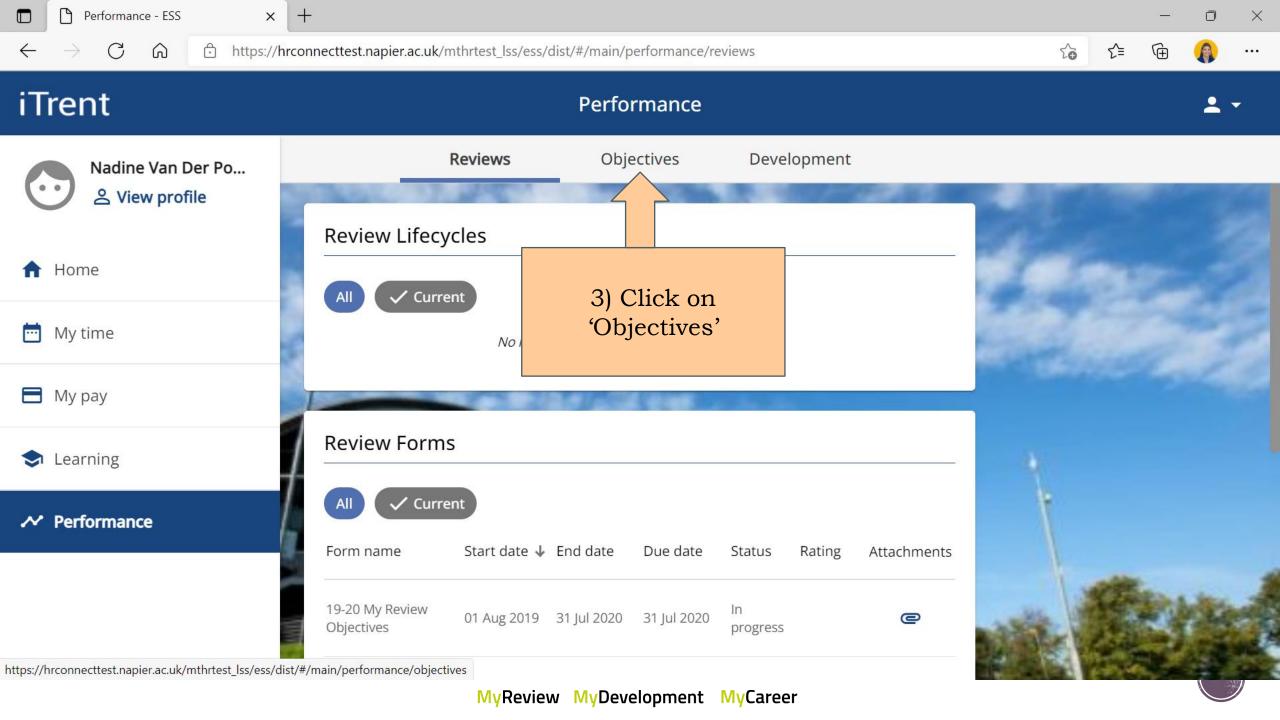
MyContribution

MyReview   **My**Development   **My**Career

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iTrent

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		📎

MyReview   **My**Development   **My**Career

https://hrconnecttest.napier.ac.uk/mthrtest_lss/ess/dist/#/main/performance/objectives

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Reviews	Objectives	Development

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
	29 Jul 2022	Actions	Progress
Set up an annual MYC reporting...	15 Dec 2021	Actions	Progress

5) Click on 'add objectives'

➕ Add objectives

https://hrconnecttest.napier.ac.uk/mthrtest_lss/ess/dist/#/main/performance/objectives

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< **Back to Objectives**

Objective details

8) Add objective details, cont. namely:

- Objective description
- Additional information
- Target completion date

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 18 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

9) Scroll down again

Save

https://hrconnecttest.napier.ac.uk/mthrtest_lss/ess/dist/#/main/performance/objectives/objectives/new

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< **Back to Objectives**

Objective details

Target completion date

30/06/2022

Completion date

Priority

Medium

Objective rating

10) Add priority level (low / medium / high)

(Actual completion date and rating can be added once objective is completed)

11) Click save

Save

MyReview   MyDevelopment   MyCareer

https://hrconnecttest.napier.ac.uk/mthrtest_lss/ess/dist/#/main/performance/objectives

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Nadine Van Der Po...

| Reviews | **Objectives** | Development |

12) View objective added to the list

| 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**

Home

My time

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javascript:void(0);

MyReview   MyDevelopment   MyCareer

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