

# How to add a progress update and rating to each objective



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MyReview MyDevelopment MyCareer

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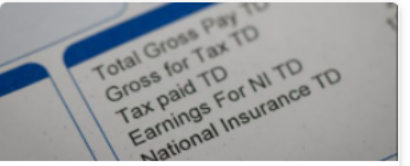
Dashboard

News

Good morning Nadine, welcome back!

### Latest company news

[View all news >](#)



Connect Video  
des

Health and Social  
Care Levy

• Click on 'Performance' in HR connect self service

Sickness

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Other  
absence

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**Performance**

Reviews **Objectives** Development

### Review Lifecycles

All **Current**

- 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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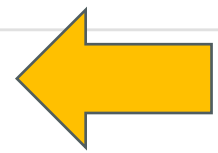
### Objectives

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

Form name      Start date ↓ Target date      Linked to      Status

Create action plan for rolling out the...      30 Jun 2022      [Actions](#) [Progress](#)

• Add a progress update (comment) to an objective by clicking 'progress'



[Actions](#) [Progress](#)



Enhance my coaching skills      29 Apr 2022      [Actions](#) [Progress](#)

[< Back to Objectives](#)

### Objective progress details

#### Objective progress list

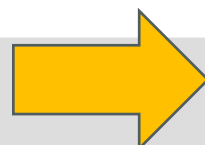
Current

Date	Status	Percentage complete	Created by	Authorisation status	Details
27/04/2022	In progress	90	Nadine Van Der Pompe	Authorised	▶
02/02/2022	In progress	75	Nadine Van Der Pompe	Authorised	▶
28/07/2021	In progress	40	Nadine Van Der Pompe	Authorised	▶

- Click on 'add progress details' to add a new progress update

*(Note: you can add 1 progress update per day)*

If you added progress updates earlier in the year, they will be visible here



**Add objective progress details**

[← Back to Objectives](#)

### Objective progress details

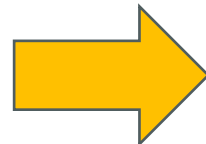
[Back to objective progress](#)

Objective progress details: New

Objective title  
Enhance my coaching skills

Date (required)

07/05/2022



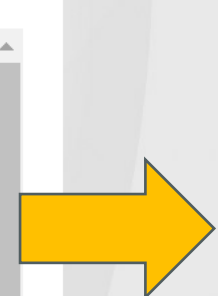
Status

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

Percentage complete

[Save](#)

• Choose a status, for example 'in progress' when the objective is still ongoing or "completed" if you have finished the objective



• Scroll down

[← Back to Objectives](#)

### Objective progress details

Status

In progress

Percentage complete

75

Created by

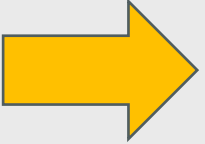
Nadine Van Der Pompe

Comments

At the moment, I have completed 16 hours of coaching and I have written up all my coaching diaries (to be done after each coaching session) and also all my personal reflection logs (these took about 16 hours to complete). I am still chasing my

Save

- Add a 'percentage complete'
- Add the progress update under 'comments' evidencing what you have done
- Click 'save'



[< Back to Objectives](#)

Objective progress details

  Changes have been saved.

- A box 'changes have been saved' appears
- Click on 'back to objectives' to add ratings to completed objectives

Objective progress list

Current

Date	Status	Percentage complete	Created by	Authorisation status	Details
07/05/2022	Completed	100	Nadine Van Der Pompe	Authorised	▶
27/04/2022	In progress	90	Nadine Van Der Pompe	Authorised	▶

[Add objective progress details](#)



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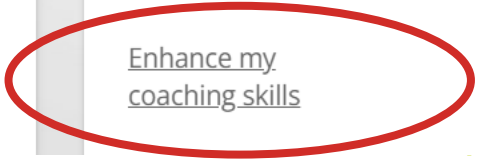
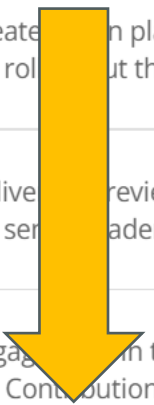
Reviews Objectives Development

Objectives

All Current Download

Form name	Start date ↓	Target date	Linked to	Status
Create a plan for role...		30 Jun 2022		Actions Progress
Deliver reviews for senior leaders...		29 Jul 2022		Actions Progress
Engage in the My Contribution...		30 Nov 2022		Actions Progress
<u>Enhance my coaching skills</u>		<u>29 Apr 2022</u>		Actions Progress

Click on the objective you have completed and would like to add a rating to



[← Back to Objectives](#)

### Objective details

**Objective details:** Enhance my coaching skills

Personal objective

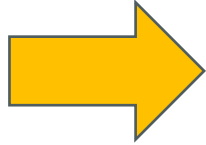
Yes

Objective Title (required)

Enhance my coaching skills

Type (required)

- Personal Development Objective
- Individual Objective
- Team Objective



• Scroll down completely

Save

Delete

- Add the 'actual completion date'

*(Note: best to only add an actual completion date after the EOY conversation took place, as completed objectives would drop off from your active objectives list)*

- Select appropriate rating

- Click 'save'

*(Note: information on rating descriptors can be found on [the MYC intranet pages](#))*

es

Target completion date  
29/04/2022

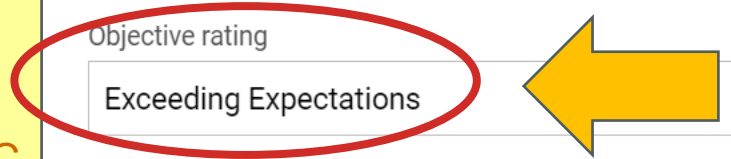
Completion date  
29/07/2022

Priority  
Medium

Objective rating  
Exceeding Expectations

Objective rating dropdown menu:  
Achieving Expectations  
Below Expectations  
Developing  
Exceeding Expectations  
Outstanding

Save Delete



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### Objectives

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

Name Start date ↓ Target date Linked to

action plan 30 Jun 2022

29 Jul 2022

Engagement in the My Contribution... 30 Nov 2022

Enhance my coaching skills 29 Apr 2022

Actions Progress

Actions Progress

*Previously completed objectives can always be found under 'all'*

• *Once you have added ratings to all completed objectives, you can download a PDF document. This gives you an overview of all 'active' current objectives, You could email this to your line manager for End of Year preparation*

# How to add a progress update and rating to each objective



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