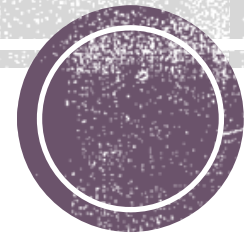


System guide:

How to save (PDF) or print your objectives

MyContribution

MyReview MyDevelopment MyCareer





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Dashboard

News

☕ Good morning Nadine, welcome back!

Latest company news

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HESA Staff Data - Is your information u...

Employee Self Service

iTrent

HR Connect Video Guides



Setting up Email Payslips & P60s



2) Click on 'Performance'



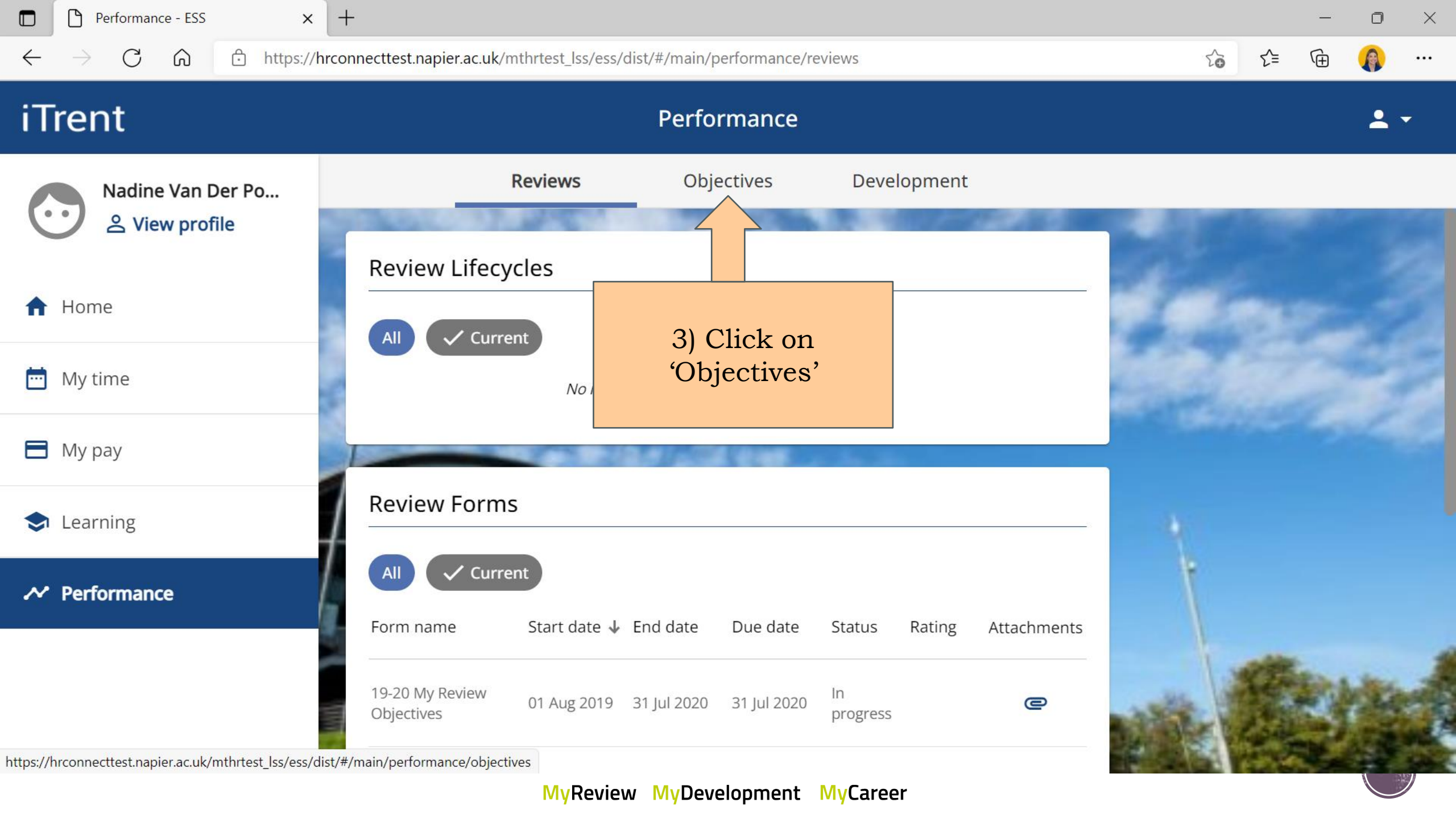
1) Open HR connect self service

Sickness

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Other absence

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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
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19-20 My Review Objectives	01 Aug 2019	31 Jul 2020	31 Jul 2020	In progress		
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Reviews

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Objectives

All Current [Download](#)

Form name Start date ↓ Update date Linked to Status



4) Tick if you want to download 'all' objectives or 'current'(active) objectives only

5) Click on 'download'

	29 Jul 2022			Actions	Progress
	30 Nov 2022			Actions	Progress
	30 Jun 2022			Actions	Progress
Implement the partnering model	15 Jun 2022			Actions	Progress



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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		30 Jun 2022		Actions	Progress
Implement the partnering model		15 Jun 2022		Actions	Progress

Downloads

40012259_EMPCURROBJ_162202252940_038882Db03.p...

Open file

See

6) Click on 'open file'

Performance - ESS | Help and support | 40012259_EMPCURROBJ_162202 x

File | C:/Users/40012259/Downloads/40012259_EMPCURROBJ_162202252940.../Db03.pdf

1 of 5 | Page view | Read aloud | Add text | Draw | Highlight | Erase | Print | Save as PDF

7) Choose to 'print' this document or save as a PDF

8) 'Close tab' when finished

iTrent

Current Object

Effective From: 16/02/2022

Employee:
Include Pr
Include Ac
Include Co

Objective Title: Complete the annual MYC audit

Objective Description

Complete MYC audit report, this means:

Liaise and coordinate audit activities with partners and CM, this includes: Objective setting audit and

Include student MYC dissertation recommendations (for this year only)

Create suitable action plan to improve audit scores: work towards improving quality of objectives EOY feedback and increased engagement in the process

Measures of success:

Audit completed on time with required data

10% of audit completed on all areas in ENU (together with partners)

Evidence of sharing audit feedback and support departments to improve audit scores

Improvement of overall audit score of 5%

Type	Start Date	Completion Date	Objective Rating	Objective Linked to
Individual Objective		29/07/2022(Target)		

Objective Title: Engagement in the My Contribution Process

Objective Description

What: Improve engagement in the My Contribution process, specifically, this would consist of:

1. Work with at least 2 departments (possibly P&F and School of Engineering / Computing) more closely to provide additional support to complete the My Contribution activities effectively.

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