

Using MyHR during PRD Cycle

Cascading Goals to Members of Your Team and Viewing Team Members' Goals

For: Managers/PRD Supervisors

PRD Phase:	Goal Setting	Ongoing Conversations	Year End Review
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Task

Managers/PRD Supervisors can cascade Performance Goals to individuals or multiple staff within their area. The goal(s) that are to be cascaded need to be created prior to cascading.

If you haven't done so, please follow "How To Guide: Goal Setting - All Staff" to add your own Performance Goals.

Outcome

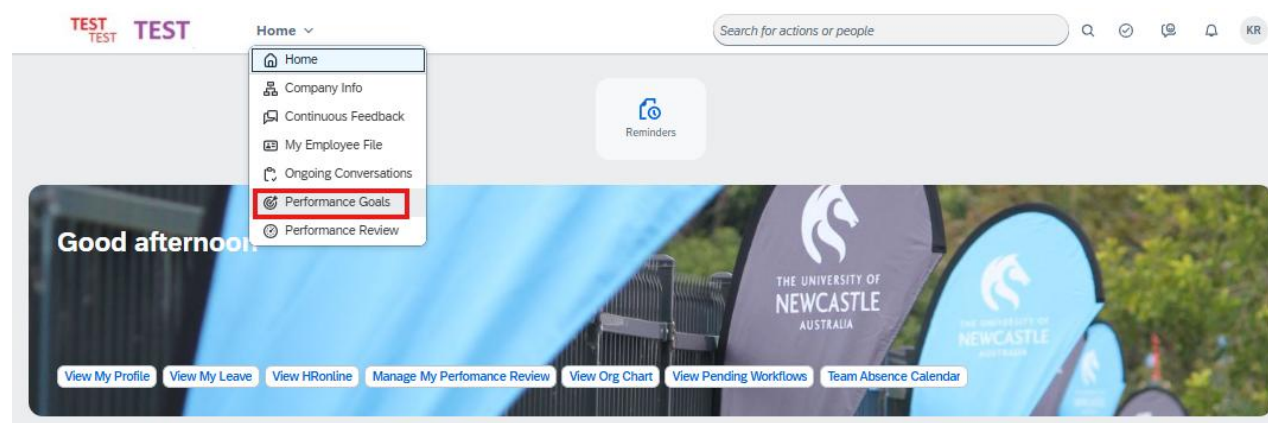
- Performance Goals are cascaded to one or more individuals in your team.
- View team members' goals prior to, or during, a Performance and Development conversation.

In MyHR

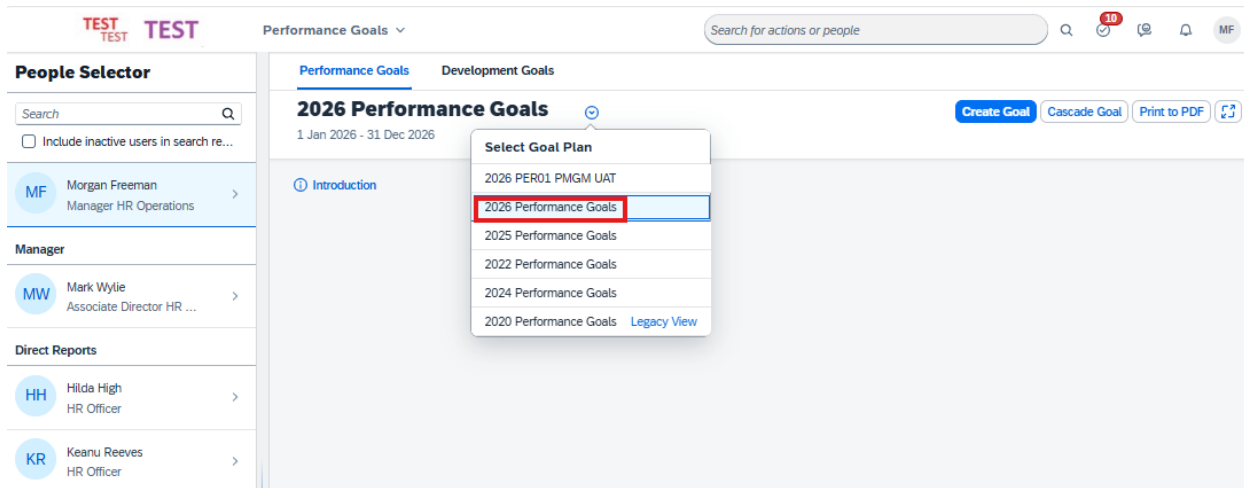
[Log into MyHR](#) to view your 'Home' dashboard.

Cascading a Performance Goal

1: Click on the 'Home' drop-down menu in the top left corner of your screen and select 'Performance Goals'.

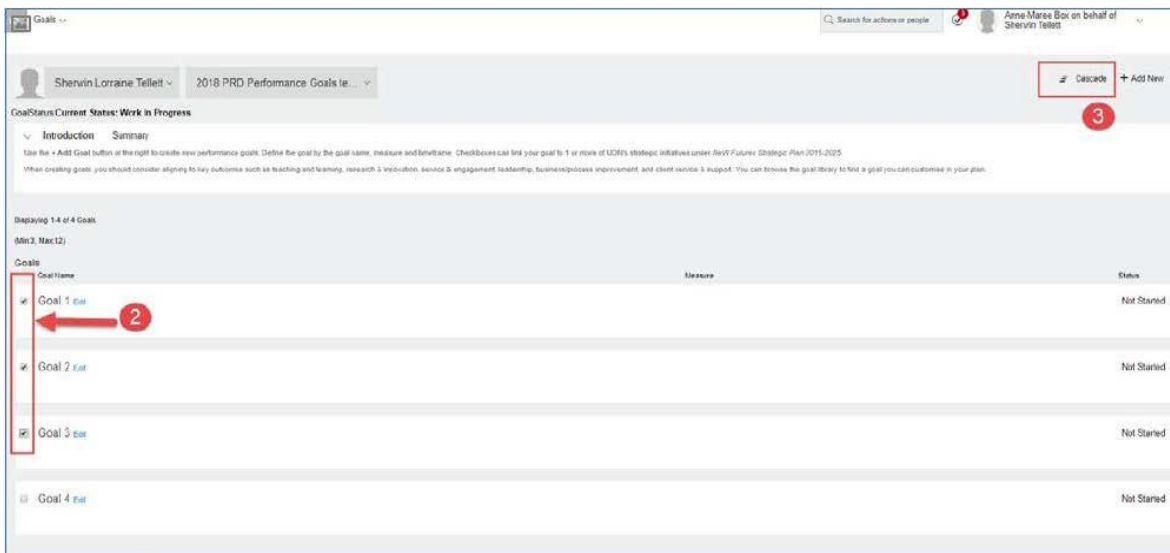


The Performance Goal form will load. Ensure you have current Performance Goals selected in the drop-down (Performance Goals for previous years will be there as well).



2: You will see your Performance Goals listed. Select the Performance Goals that are to be cascaded to your employee(s).

3: Select 'Cascade' in the top right corner.



4: Select the employee(s) to cascade the Performance Goal(s).

5: Click 'Next'.

Step 1. Select Recipients

Step 1 of 2. Select the employees to whom you want to cascade the goal.

Employee Hierarchy

Name	Title	Number of Team Members	Cascaded	Goal Plan State
☐ Ronald Russell De Brett	Chief Information Officer	15		Current Status: Work in Progress >
☐ Sherwin Lorraine Telleit	Senior Business Analyst	3		Current Status: Work in Progress
☒ Omero William Le Provost	Business Analyst	0	cascaded	Current Status: Work in Progress >
☒ Simmonds Fortunato Matteoli	Business Analyst	0	cascaded	Current Status: Work in Progress >
☒ Annette Maree Petyt	Business Analyst	0	cascaded	Current Status: Work in Progress >

Other Employees 4

None

5

Cancel Next

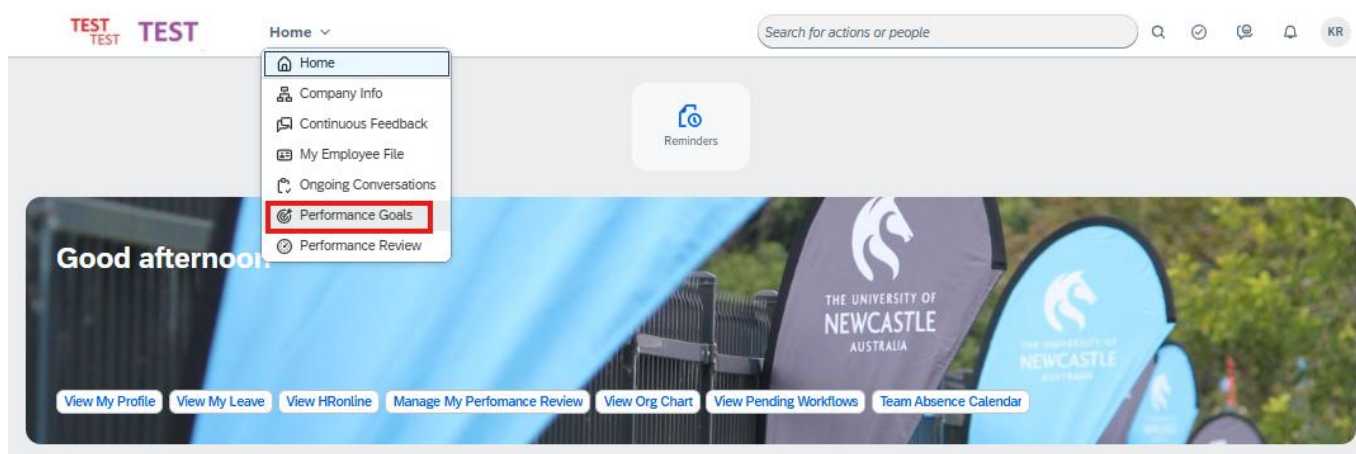
6: Edit any part of the Goal if required.

7: Click on Cascade. The Performance Goal(s) will now cascade to the employees. Note this may take a few minutes to update in employees' Performance Goals.

Viewing Employee's Performance Goals

To see each of your employee's goals:

1: Click on the 'Home' drop-down menu in the top left corner of your screen and select 'Performance Goals'.



2: The Performance Goal page will load and you will see a list of your Reports displayed on the left-hand side of the screen. Select the employee you would like to view. Alternatively, you will be able to search their name in the search field above.

3: Ensure you have selected the current year in the drop-down (Performance Goals for previous years will be there as well). You will then be able to view the Performance Goals they have entered, and edit if required.

Viewing Employees' Development Goals

1: From the Performance Goals page, click the 'Development Goals' tab at the top of the page.

2: The Your Development Goals page will display.

3: Your Direct Reports are listed in the panel on the left-hand side of the screen.

4: Select the employee you would like to view. You will then be able to view the Development Goals they have entered, and edit if required. Note: If you cannot locate the employee in the left-hand panel, you can use the 'Search for actions or people' function at the top of the screen.

5: Ensure the date range shown below the heading is set to 'Your Development Goals' to view the most recent goals.