

# Using MyHR during PRD Cycle

Managers view Staff Performance and Development Goals, Achievements and providing feedback and comments

**For:** *Managers/PRD Supervisors*

|            |              |                       |                 |
|------------|--------------|-----------------------|-----------------|
| PRD Phase: | Goal Setting | Ongoing Conversations | Year End Review |
|------------|--------------|-----------------------|-----------------|

## Task

View your team members’ activities and feedback against Performance and Development Goals.

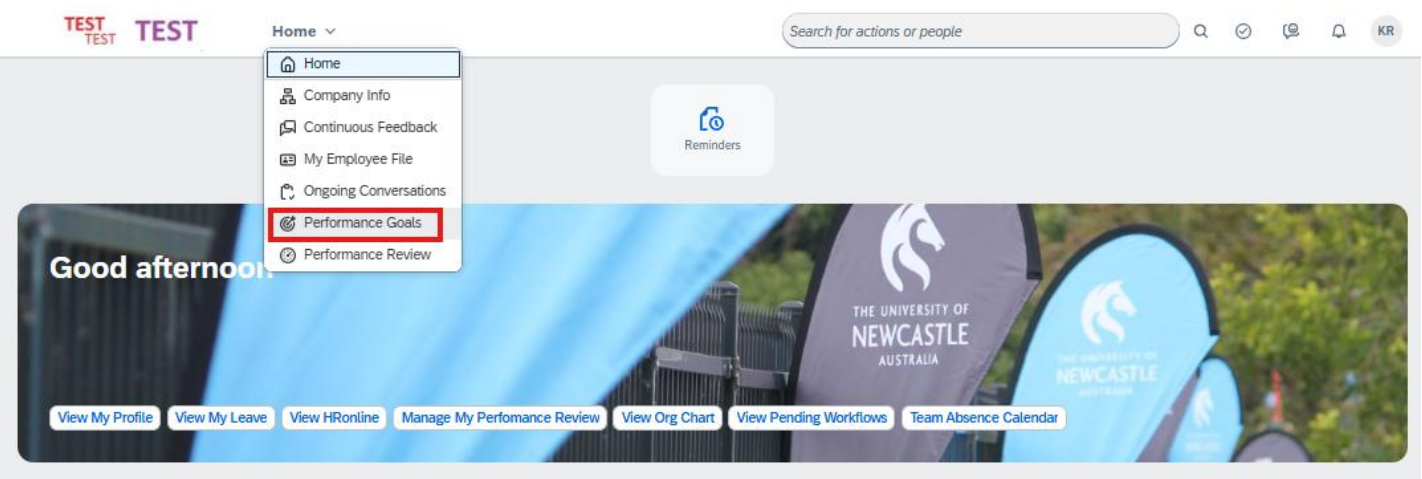
## Outcome

You have reviewed activities and feedback and are prepared for Ongoing Conversations with your team member.

## In MyHR

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

1: Click on the ‘Home’ drop-down list 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.

**Performance Goals** Performance Goals Development Goals

**2026 Performance Goals** 1 Jan 2026 - 31 Dec 2026

3 Performance Goals 0 Not Started 3 On Target 0 Behind Schedule 0 Completed

**Goal Detail**

- Customer Service – provide exceptional, prompt, consistent advice to clients and internal HR team... Due Date: 31 Dec 2026
- Continue to build relationships with client groups by increasing in person interactions and the ... Due Date: 31 Dec 2026
- Participate in the project at development and UAT phase to ensure SME knowledge is applied and ... Due Date: 31 Dec 2026

3: Ensure you have the current year's Performance Goals selected in the drop-down (Performance Goals for previous years will be there as well).

**Performance Goals** Performance Goals Development Goals

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4: You will then be able to view the Performance Goals they have entered, and edit if required.

Note: If you cannot locate the employee in the drop-down menu you can also use the search function at the top of the drop-down list.

## Posting comments on a staff member's goal

Outside of your regular conversations you can post comments on the goals of your team member when you have selected their Performance or Development Goals.

Note: these comments do not flow through to the Year End Review.

1: To access the comments section, click on a particular Goal of a team member.

TEST TEST Performance Goals Search for actions or people

**People Selector**

Search

☐ Include inactive users in search re...

**Manager**

**Direct Reports**

**2026 Performance Goals** 1 Jan 2026 - 31 Dec 2026

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**Goal Detail**

Customer Service – provide exceptional, prompt, consistent advice to clients an... Due Date: 31 Dec 2026

Continue to build relationships with client groups by increasing in person ... Due Date: 31 Dec 2026

Participate in the project at development and UAT phase to ensure SME ... Due Date: 31 Dec 2026

2: Then add a comment in the 'Leave a Comment' section and post.

TEST TEST Performance Goals Search for actions or people

2026 Performance Goals / Goal Detail / Goal Details

**Customer Service – provide exceptional, prompt, consistent advice to clients and internal HR teams by fostering collaboration and building strong relationships with key stakeholders.**

Updated: 30 Jun 2026

Status Start Date Due Date

1 Jan 2026 31 Dec 2026

**Notes**

**Linked Activities (0)**

**Comments (0)**

Leave a Comment

Example comment

**More Info**

Measure: x

**Goal Audit**

View Audit History

## Viewing an Activity on a staff member's goal

You can also click on the 'Linked Activities' section to see a staff member's activities they have linked to a goal. Click on the listed linked activity to view further feedback or comments.

Activities and Feedback can also be linked to Development Goals. Follow the steps above except click the 'Development Goals' tab at the top of the Performance Goals page.

TEST TEST Performance Goals Search for actions or people

**People Selector**

Search

☐ Include inactive users in search re...

**Manager**

**Direct Reports**

Performance Goals **Development Goals**

**2020 Development Goals** 1 Jan 2020 - 31 Dec 2020

**Introduction**