

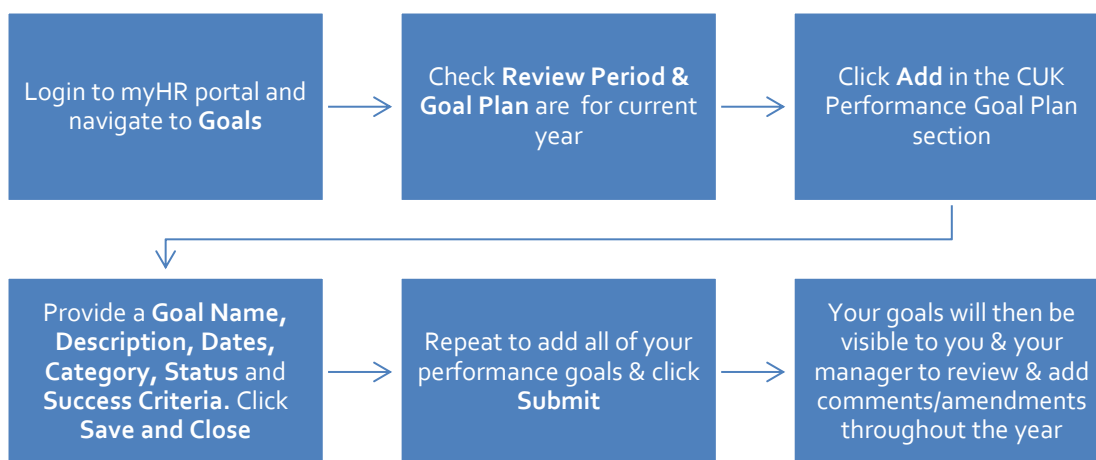
An Employees Guide to Goal Setting

The objective of this Quick Reference Guide is to explain how to set up your Performance Goals in myHR portal.

The option to align your goals to the Organisation Goals is available to all colleagues whose business areas have published goals but is not mandatory.

For your performance review, you need to define and set goals at the start of the new performance year to provide focus for the year ahead and review throughout the year. The performance year runs from 1 December until the 30 November.

Quick guide to year-end conversations



An Employees Guide to Goal Setting

1. Login to your home page and navigate to **Career and Performance > Goals**.
2. Check the **Review Period** is **Carnival Performance 2024** or your specific brand if working for a different brand out of the CUK office.
3. If your brand has shared organisational goals these can be found by expanding **Goals Shared with Me** – Do not select **Add as My Goal**. CUK will not be cascading organizational goals for 2023.

Review Period: Carnival Performance 2024
Goal Plan: CUK_Performance Goal Plan 2024

Goals Shared with Me

CUK_Performance Goal Plan 2024 + Add

There's nothing here so far.

4. Select **+Add** to add a performance goal.
5. Fill out **Goal Name, Description, Dates, Category, Status & Success Criteria**. Once you are happy with your goal press **Save and Close**.

Basic Info

Library Goal: Select a value
Share this goal with your organization:

*Goal Name:
Private:

Description:

*Start Date: 01-Dec-2022
Target Completion Date: 30-Nov-2023
Category: Select a value
Status: Not started

Success Criteria:

6. Repeat this process for all Performance Goals.
7. If at any time you need to edit a **Performance Goal** select **Goal Name> Edit > make your change > save**.
8. Once you have added all your Performance goals press **Submit**.

CUK_Performance Goal Plan 2024 + Add

You're almost there. Ready to submit your changes? Submit Discard Changes

Actions Sort By: Display Sequence

TEST GOAL

| Status | Last Update |
|-------------|-------------|
| In progress | 14-Nov-2023 |

9. After selecting **Submit** you will be prompted to add Comments and Attachments – Leave this blank and select **Submit** again.
10. A notification will appear advising that your changes are being submitted for approval – please ignore this notification, goals are auto approved, but you will need to refresh the page; **Select MyHR Portal logo to return to homepage > Career and Performance > Goals**

CUK_Performance Goal Plan 2024

We are submitting your changes for approval.

11. Once you have submitted your goals, you and your manager will be able to review, amend and comment on your goals throughout the year.

If you have any questions, please contact People Support.