



# 2025 Goal Setting: How To Navigate myHR Portal


Due Date: 31 January 2025

# Team Members

## TEAM MEMBER

# Goal Setting for Team Members

1. Log into myHR Portal using **Company Single Sign-on**.
2. Under the **'Me'** tab, click on **'Career and Performance'**.
3. Click on **'Goals Center'**.
4. Click on **'Add'** to start setting your individual goals.
  - a) Select whether you would like to add a goal under Performance or Development. Set your goals using the S.M.A.R.T Framework (Specific, Measurable, Achievable, Relevant and Time-bound).



The screenshot displays the myHR Portal interface with several key elements highlighted by red boxes and numbers:

- 1:** A red box highlights the "Company Single Sign-On" button at the top of the page.
- 2:** A red box highlights the "Me" tab in the top navigation bar.
- 3:** A red box highlights the "Career and Performance" icon in the "APPS" section.
- 4:** A red box highlights the "+ Add" button at the bottom left of the page.
- a:** A red dashed box highlights the "Performance" and "Development" tabs in the "Review Period" section.

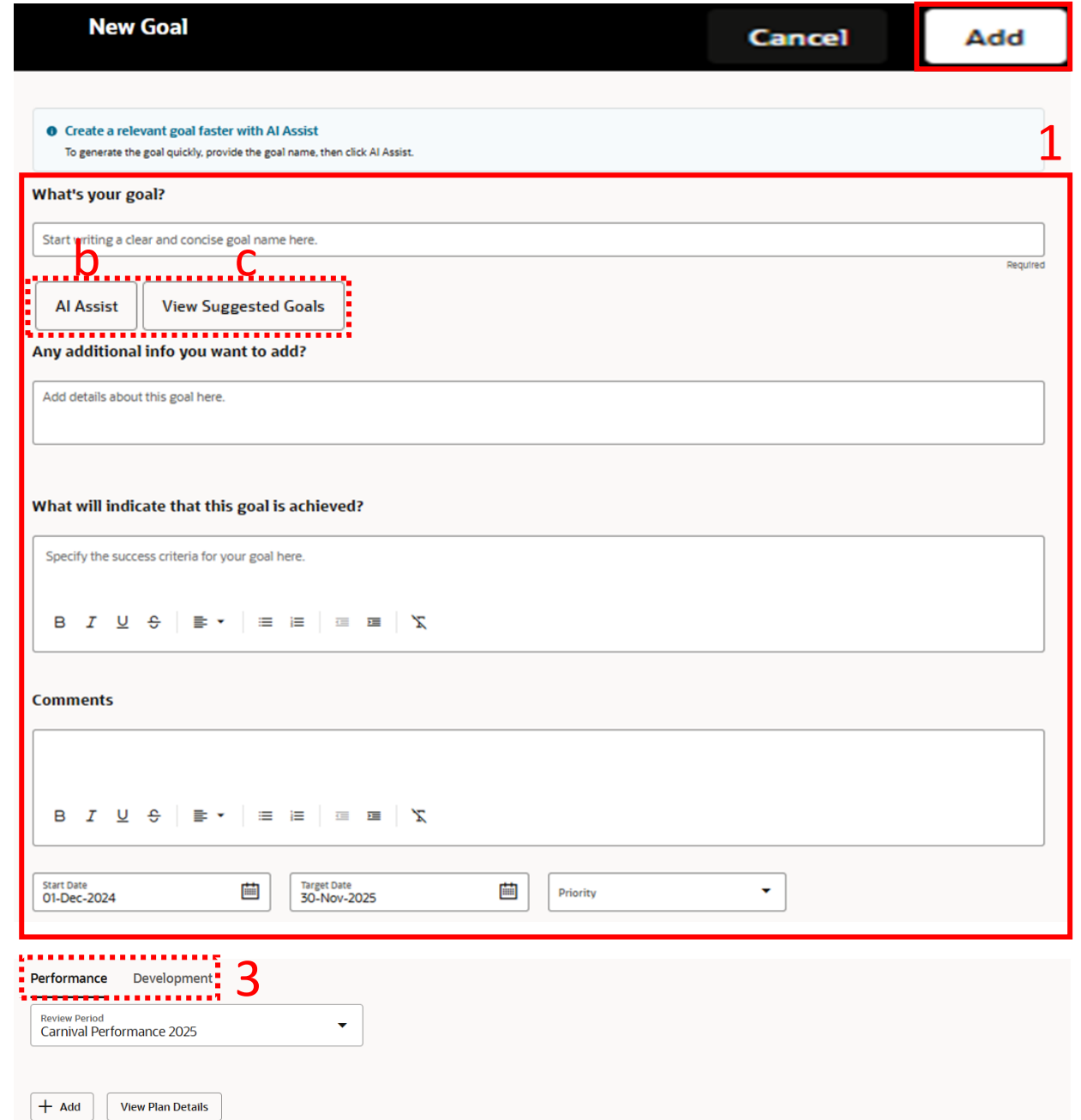
The interface includes a greeting "Good afternoon," and a navigation bar with "Me", "My Client Groups", and "Tools". The main content area is divided into "QUICK ACTIONS" and "APPS". The "APPS" section contains icons for "Directory", "Journeys", "Pay", "Career and Performance", "Personal Information", "Benefits", "Opportunity Marketplace", and "Privacy Notice". The "QUICK ACTIONS" section contains icons for "Additional Person Info", "Personal Details", "Document Records", "Contact Info", and "Family and Emergency Contacts". Below the "APPS" section, there are four main cards: "Skills and Qualifications", "Goals Center", "Performance", and "Career Development". The "Goals Center" card is highlighted with a red box. Below these cards, there is a "Feedback" card and a "Review Period" dropdown menu set to "Carnival Performance 2025".

## Adding Individual Goals

1. Add your individual goal and all pertaining details. There are 3 options available to enter your goal.
  - a) Manually enter your goal and all relevant information.
  - b) Use AI assist to create a new goal.
  - c) Use the AI suggested goals based on previous evaluations.

*For more information on how to use AI to create goals, refer to the next 2 slides.*

2. Click '**Add**' at the top right corner once you entered all your goal information.
3. Repeat this process for every goal you want to add. Performance goals can be added on the first tab while personal development goals can be added on the second tab.
4. Your manager will now be able to view the goals added.



**New Goal** Cancel Add

1 **Create a relevant goal faster with AI Assist**  
To generate the goal quickly, provide the goal name, then click AI Assist.

**What's your goal?**

Start writing a clear and concise goal name here. Required

**2** AI Assist View Suggested Goals

**3**

**Any additional info you want to add?**

Add details about this goal here.

**What will indicate that this goal is achieved?**

Specify the success criteria for your goal here.

**Comments**

Start Date: 01-Dec-2024 Target Date: 30-Nov-2025 Priority: [Dropdown]

**3** Performance Development

Review Period: Carnival Performance 2025

+ Add View Plan Details

## TEAM MEMBER

# AI Assist To Create A New Goal

**\*\*If you choose to use the AI functionality to support the creation of your goals, please read the output carefully and edit where needed to ensure this is in line with the outcomes of the goals discussed with your manager.\*\***

1. Enter the goal name where it says **What's your goal**.
2. Click the **AI Assist** button to automatically generate the data under the goal description and success criteria fields.

**Create a relevant goal faster with AI Assist**  
To generate the goal quickly, provide the goal name, then click AI Assist.

**1** **What's your goal?**  
Excel Course

**2** **AI Assist** View Suggested Goals

### What's your goal?

Excel Course

AI Assist

View Suggested Goals

### Any additional info you want to add?

To master the advanced features of Microsoft Excel by learning the formulas, functions, and tools to create, edit, and format data and charts for analysis and presentation.

### What will indicate that this goal is achieved?

1. Learn Formulas: Master advanced formulas like VLOOKUP, INDEX-MATCH, SUMIFS, COUNTIFS, and Pivot Tables to analyze large datasets and extract insights.
2. Work on Projects: Complete 3 practical projects using Excel, such as data analysis, budgeting, and report generation, to apply knowledge and demonstrate skills.
3. Customize Templates: Create 2 custom templates for reports and dashboards to streamline data visualization and communication.
4. Master Data Analysis: Utilize text manipulation functions (e.g., LEFT, RIGHT, MID, CONCATENATE) to clean and transform data for analysis.
5. Improve Speed and Efficiency: Reduce the time taken to complete tasks by 20% by utilizing advanced Excel features and optimizing workflows.

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## TEAM MEMBER

# AI Suggested Goals Based On Previous Evaluations

Team members can view and add **AI-suggested** goals based on comments entered by the manager in the most recently completed performance evaluation.

The AI suggested goals are also based on these factors:

- Goal comments
- Comments in the Performance Goals or Development Goals section of the performance document
- Comments in the Overall Summary section of the performance document
- Team member's business title
- Team member's department

**\*\*If you choose to use the AI functionality to support the creation of your goals, please read the output carefully and edit where needed to ensure this is in line with the outcomes of the goals discussed with your manager.\*\***

**Create a relevant goal faster with AI Assist**  
To generate the goal quickly, provide the goal name, then click AI Assist.

**What's your goal?**

Data Solutions for Future State

AI Assist View Suggested Goals

**Any additional info you want to add?**

Continuing the effort of understanding the current state of HR data, identifying pain points, and creating solutions for a seamless transition to a new system.

**What will indicate that this goal is achieved?**

1. Identify 3 potential paths forward for addressing challenges with proxied employees under alternate legal entities by the end of 2023.
2. Collaborate with the team to develop a plan for the transition to a new HR data system, ensuring that all data issues are resolved by the end of 2024.
3. Provide support and training to HR teams to ensure they are able to effectively use the new system.

**Suggested goals**

Use a suggested goal to quickly create your own goal or align to a shared goal and contribute to your team.

**Performance**  
**Data Solutions for Future State**  
Continuing the effort of understanding the current state ...  
Based on your last evaluation

**Performance**  
**Tech Efforts Initiation**  
Lead the charge in the implementation of new technolog...  
Based on your last evaluation

**Performance**  
**Cross-Department Collaboration**  
Act as a bridge between HR teams and other departmen...  
Based on your last evaluation



## Update and Edit Goals

1. To update or edit a goal, go back to goal and click on it.
2. You may update your goal progress and add comments as needed by going back to the goal.
  - a) Your manager can also add comments and update the progress.
3. To edit the overall goal, click on **'Edit Goal'** on the top right corner.

Performance Development

Review Period  
Carnival Performance 2025

+ Add View Plan Details

01-Dec-2024 - 30-Nov-2025  
**Excel Course**  
To enhance professional skills by completing an Excel course, enabling more efficient data management and analysis for reporting and decision-making in the security department.

Created By  
Me

In progress

< Goal Details Not started Actions Edit Goal

### Excel Course

To enhance professional skills by completing an Excel course, enabling more efficient data management and analysis for reporting and decision-making in the security department.

#### Success criteria

1. Enrollment: Enroll in a reputable online Excel course recommended by the Human Resources department within one month.
2. Completion: Dedicate 2 hours daily towards the Excel course, with the goal of completing it within 4 weeks.
3. Quiz scores: Achieve a minimum score of 90% in the course quizzes to demonstrate mastery of the basic and intermediate Excel concepts covered.
4. Work-related tasks: Apply the learned Excel functions and formulas to automate and enhance a least 3 different security department related tasks, such as generating reports, analyzing data, or organizing information. Successfully complete these tasks within 2 months of course completion.
5. Feedback: Receive positive feedback from the CISO on your improved data handling and analysis skills, as well as your ability to apply Excel to security-specific tasks.

Start Date  
01-Dec-2024

Target Date  
30-Nov-2025

Priority  
Medium

### Update your progress

Goal Completion 25

0% - 100%

Comments can be added here to keep record of the goal.

Update

Employee  
15-Nov-2024

Test Test Test

# People Leads

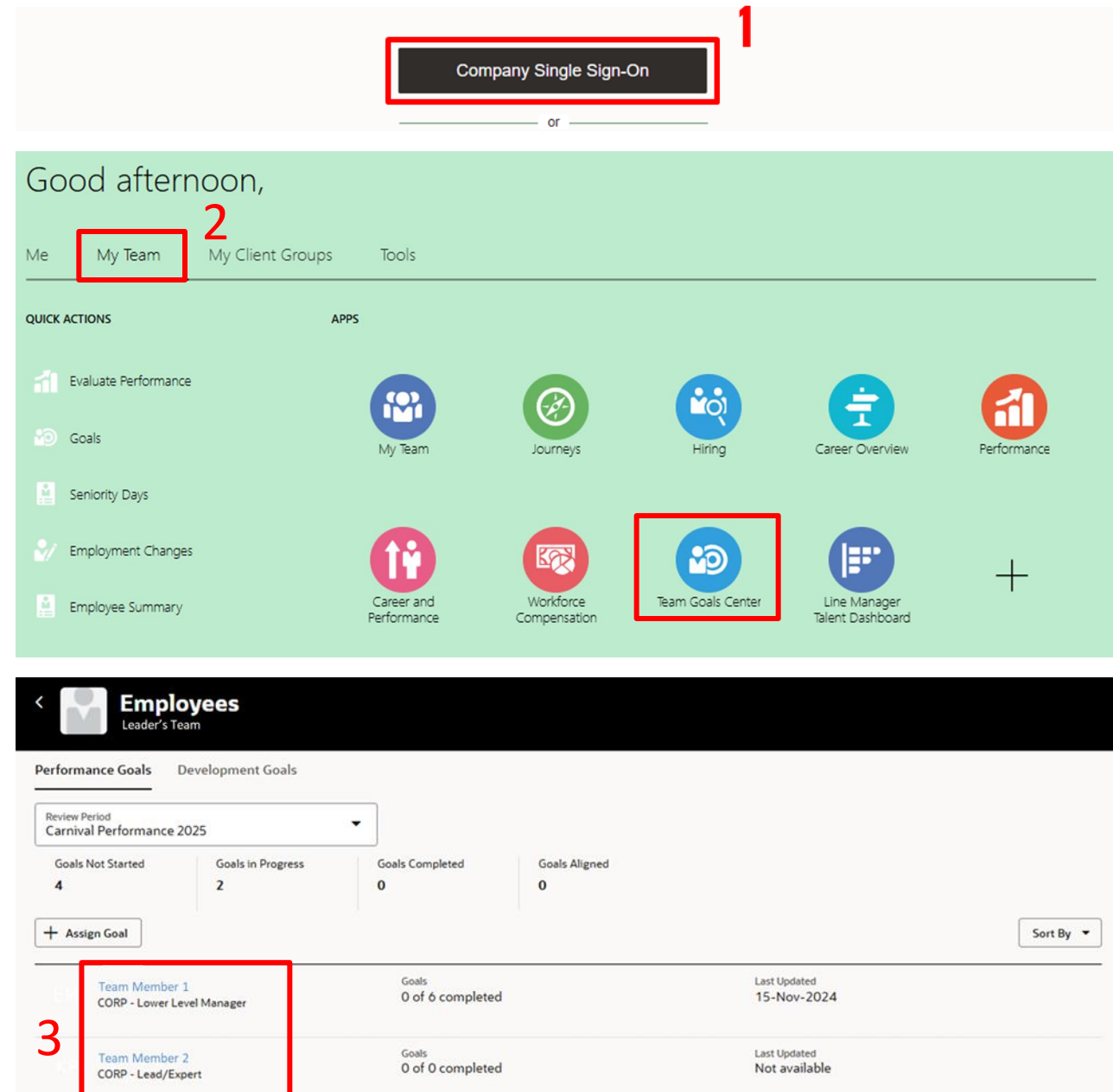


## PEOPLE LEAD

# Goal Setting for People Leads

**People Leads will be notified when team members submit their goals. While no approval is needed, people leads are encouraged to review them for alignment.**

1. Log into myHR Portal using **Company Single Sign-on**.
2. Under the **'My Team'** tab, click on **'Team Goals Center'**.
3. All direct reports will be displayed.



The screenshot displays the myHR Portal interface. At the top, a button labeled "Company Single Sign-On" is highlighted with a red box and a red number "1". Below this, the user is greeted with "Good afternoon," and a navigation bar shows "Me", "My Team" (highlighted with a red box and a red number "2"), "My Client Groups", and "Tools". The main dashboard area is divided into "QUICK ACTIONS" and "APPS". The "APPS" section contains several icons, with "Team Goals Center" highlighted by a red box. Below the dashboard, the "Employees" section is visible, showing a list of team members. The first two team members, "Team Member 1" and "Team Member 2", are highlighted with a red box and a red number "3".

Team Member	Goals	Last Updated
Team Member 1 CORP - Lower Level Manager	0 of 6 completed	15-Nov-2024
Team Member 2 CORP - Lead/Expert	0 of 0 completed	Not available

## PEOPLE LEAD

# Review Team Member Goals

1. Click on the team member you want to review.
  2. All the goals created by your team member will be displayed as well as the goal status (Not Started, In progress or Completed).
  3. Click on the goal you want to review.
  4. To add comments to their goal and/or update their progress, use the left pane and click on 'Update'.
- (Note: Do not delete/edit any of your team members goals.)
5. Your team member will now be able to see your comments.

Performance Development

Review Period  
Carnival Performance 2025

+ Add View Plan Details 2

01-Dec-2024 - 30-Nov-2025 In progress

**Excel Course**  
To enhance professional skills by completing an Excel course, enabling more efficient data management and analysis for reporting and decision-making in the security department.

< Goal Details Not started Actions Edit Goal

**Excel Course**  
To enhance professional skills by completing an Excel course, enabling more efficient data management and analysis for reporting and decision-making in the security department.

**Success criteria**

1. Enrollment: Enroll in a reputable online Excel course recommended by the Human Resources department within one month.
2. Completion: Dedicate 2 hours daily towards the Excel course, with the goal of completing it within 4 weeks.
3. Quiz scores: Achieve a minimum score of 90% in the course quizzes to demonstrate mastery of the basic and intermediate Excel concepts covered.
4. Work-related tasks: Apply the learned Excel functions and formulas to automate and enhance a least 3 different security department related tasks, such as generating reports, analyzing data, or organizing information. Successfully complete these tasks within 2 months of course completion.
5. Feedback: Receive positive feedback from the CISO on your improved data handling and analysis skills, as well as your ability to apply Excel to security-specific tasks.

Start Date 01-Dec-2024 Target Date 30-Nov-2025

Priority Medium

**Update Jane Doe's progress**  
Goal Completion 25  
0% - 100%

Comments can be added here to keep record of the goal.

4 → Update

Leader  
15-Nov-2024  
Test Test Test