CARNIVAL CORPORATION&PLC

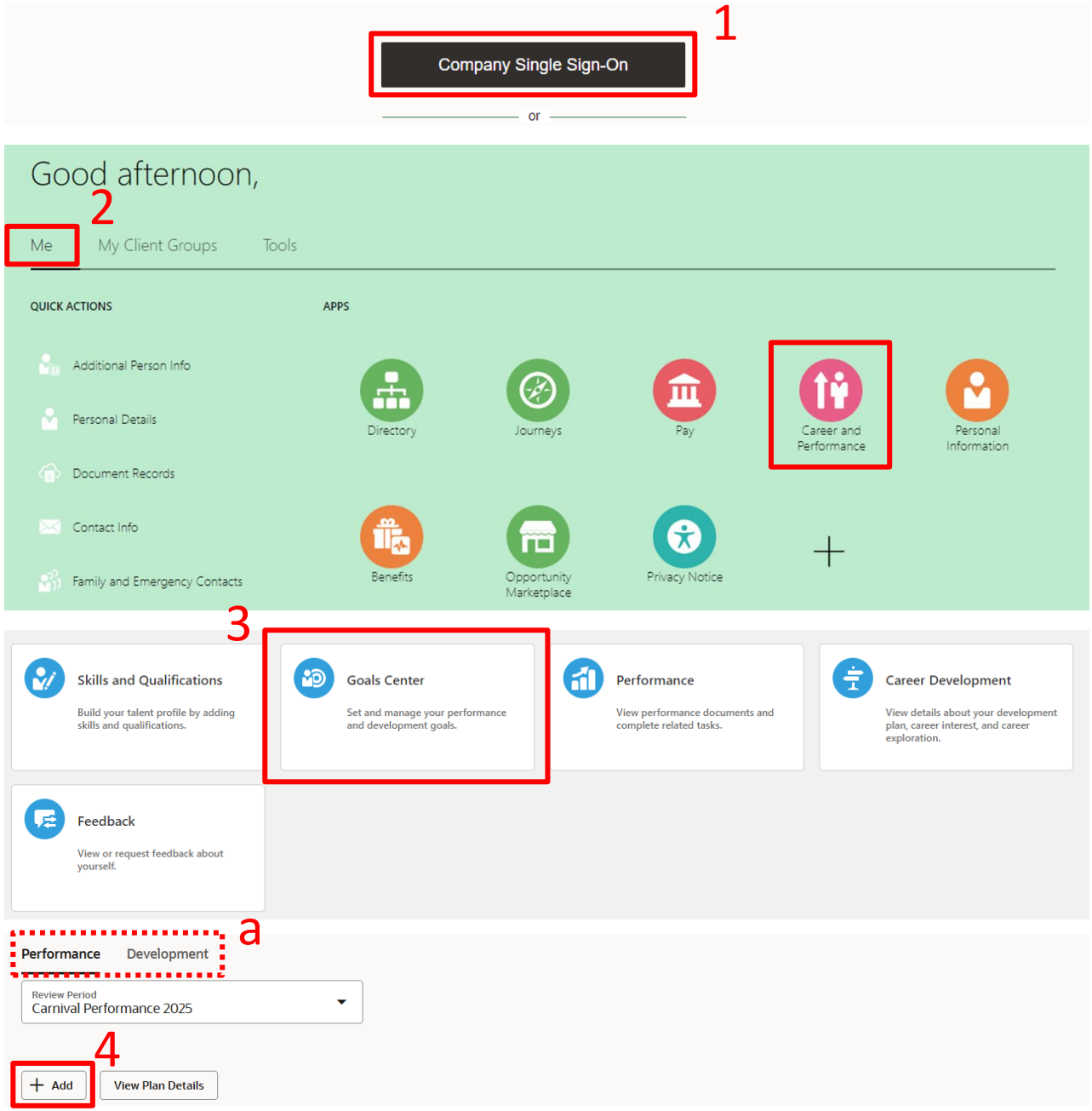
2025 Goal Setting: How To Navigate myHR Portal

Due Date: 31 January 2025

Team Members

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).



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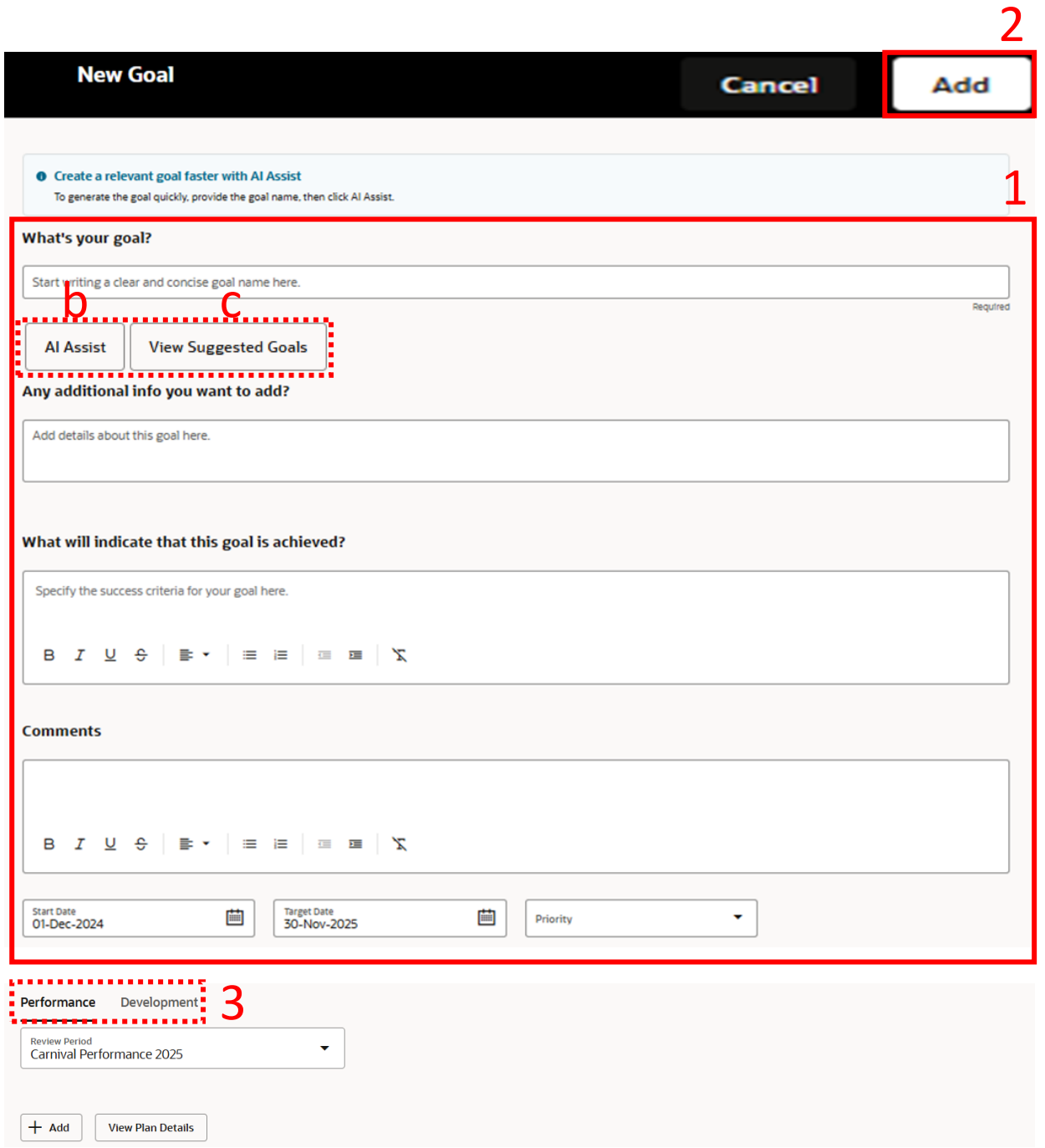
TEAM MEMBER

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.



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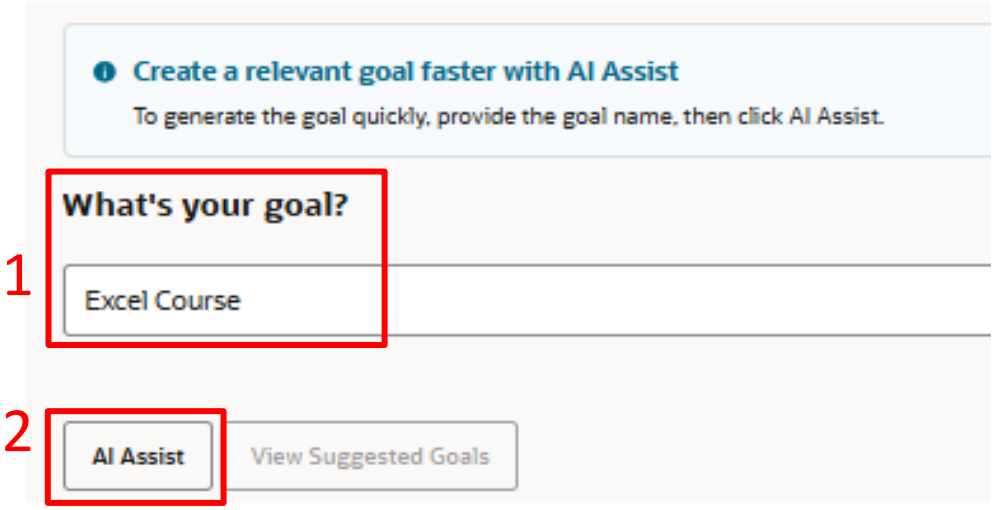
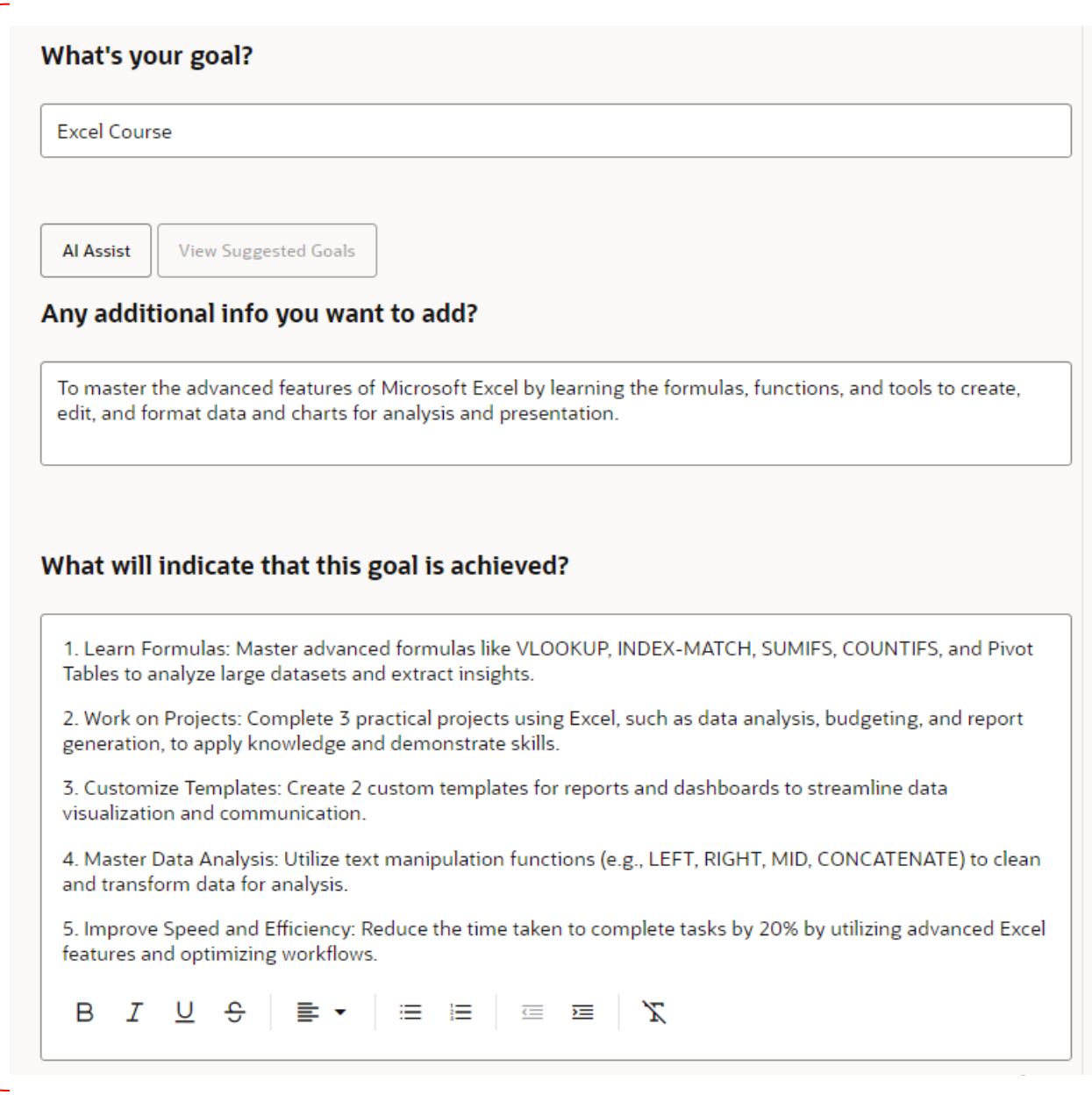
AI Assist To Create A New Goal

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.





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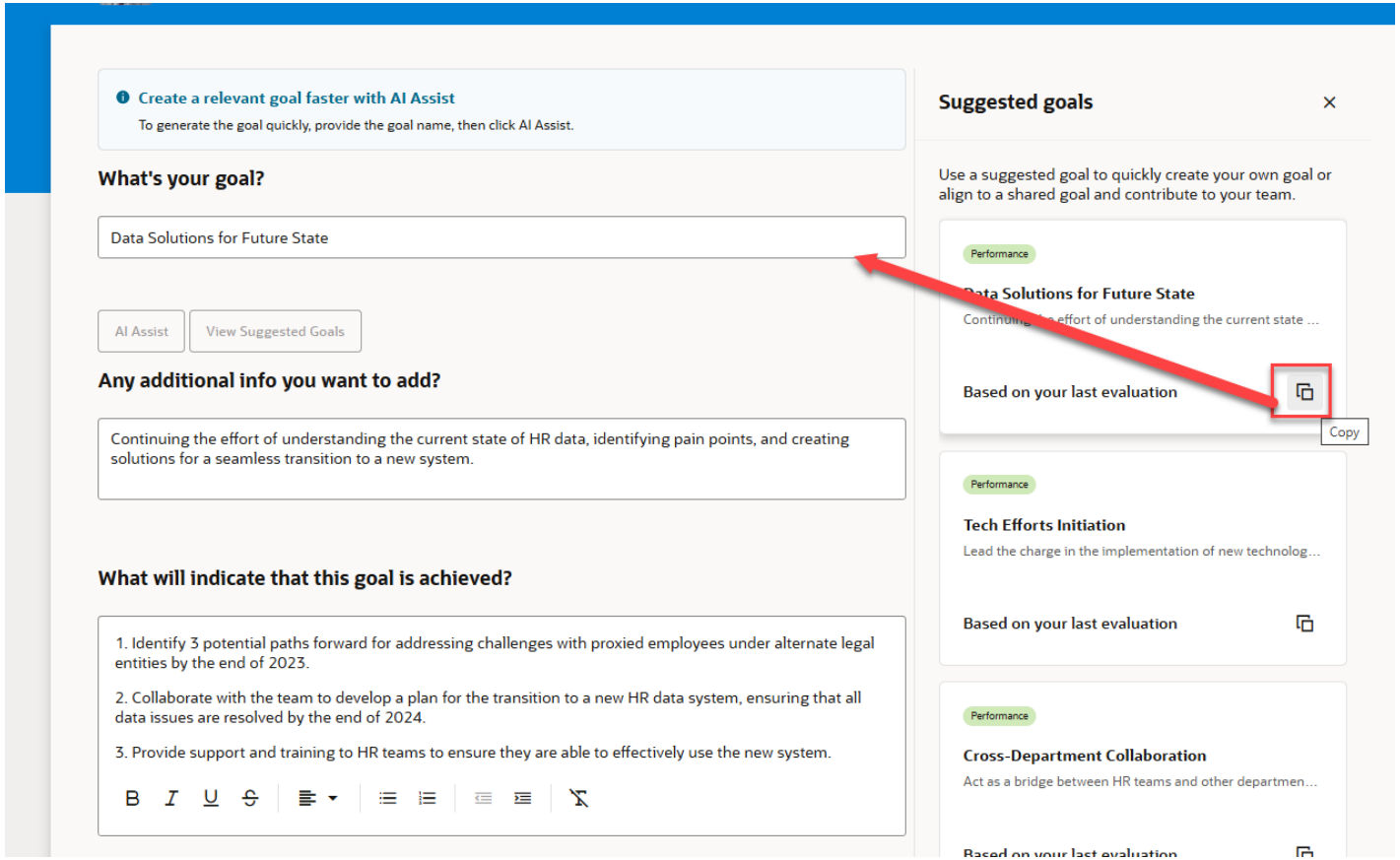
AI Suggested Goals Based On Previous Evaluations

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.

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

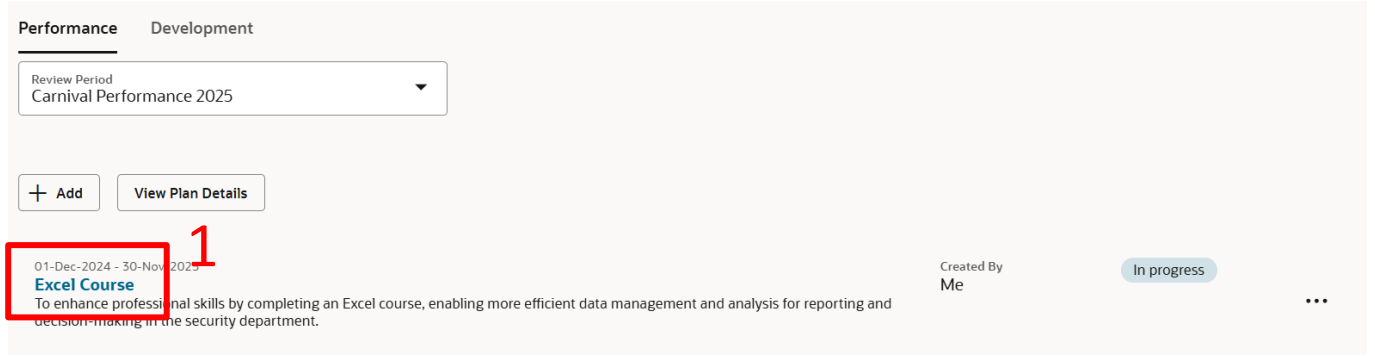
The AI suggested goals are also based on these factors:

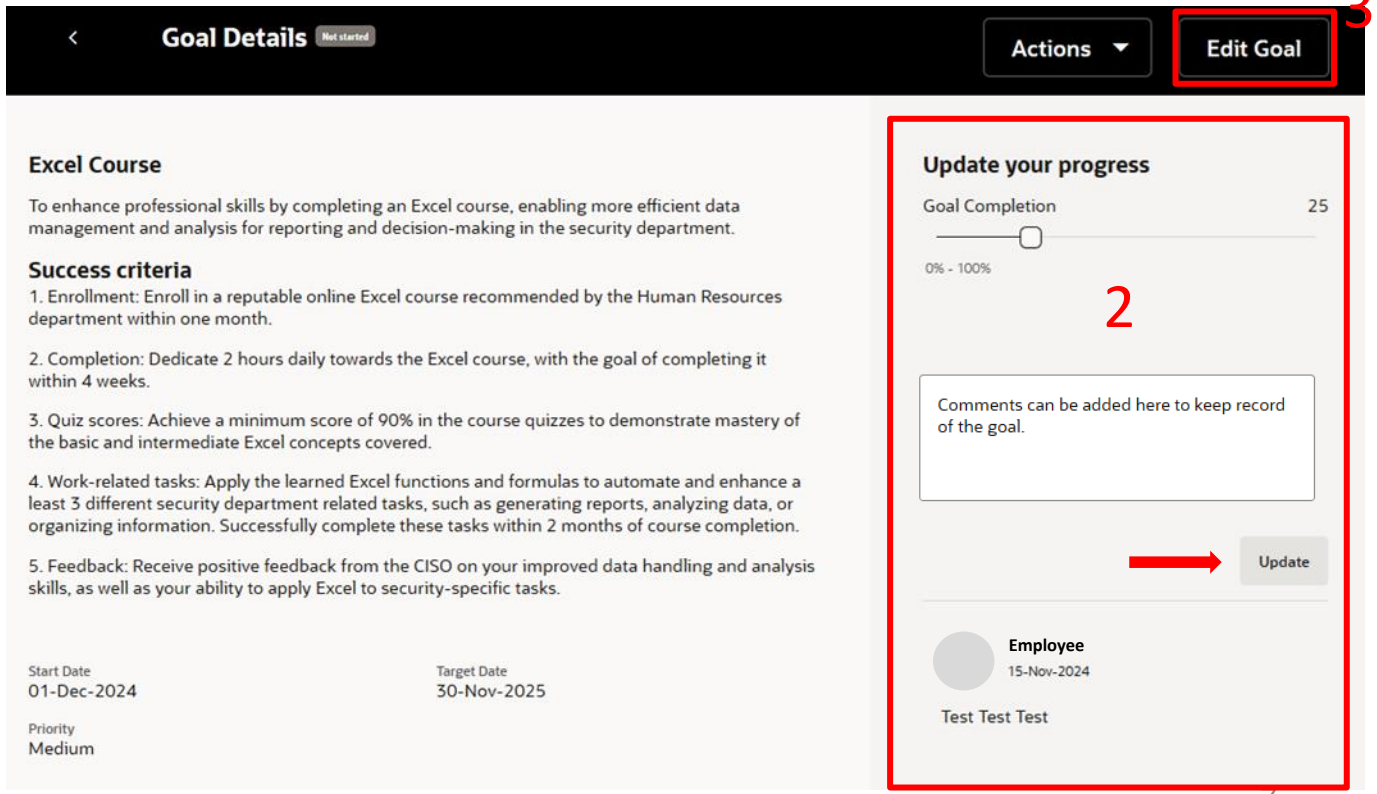
- Goal comments
- Comments in the Performance Goals or Development Goals section of the performance document
- Comments in the Overall Summary section of the performance document
- Team member's business title
- Team member's department



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.





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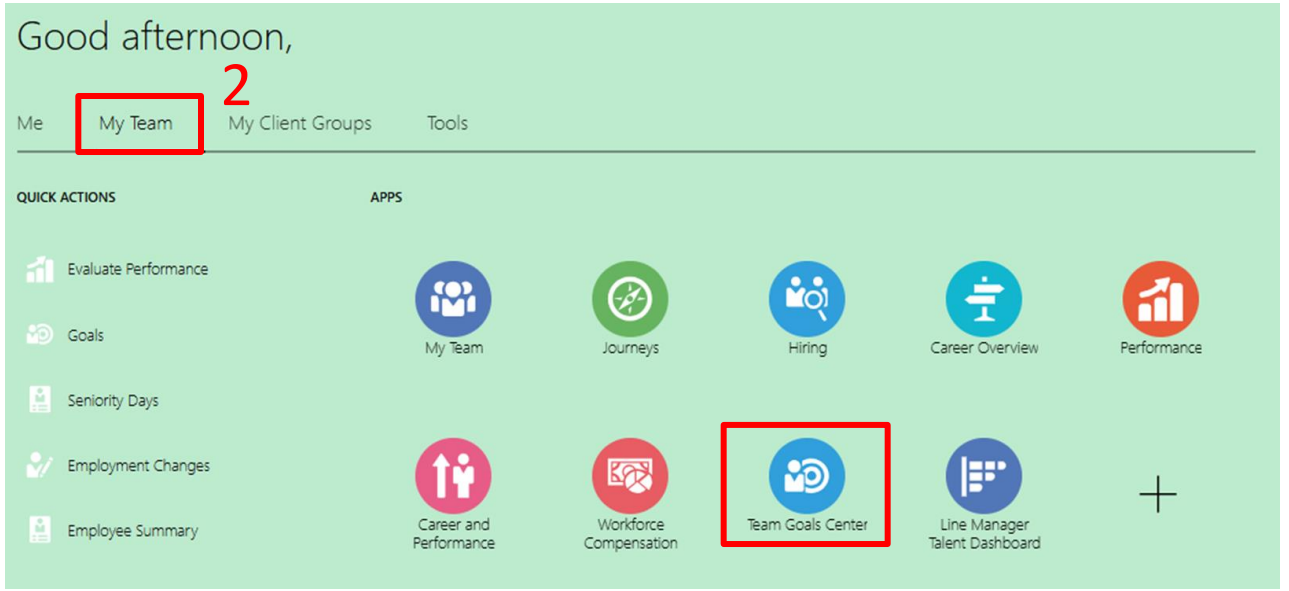
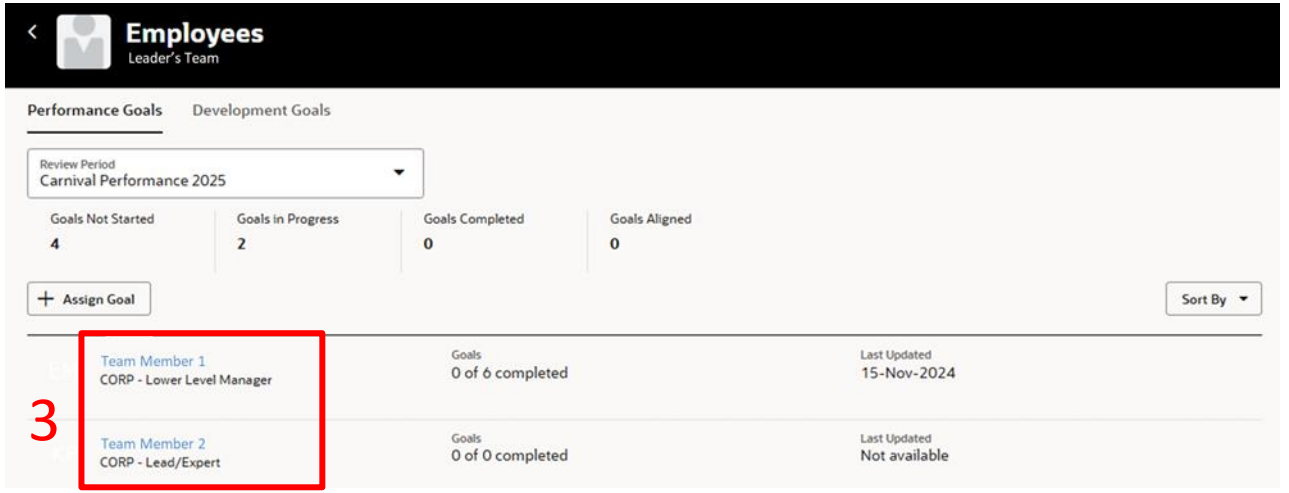
People Leads

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.





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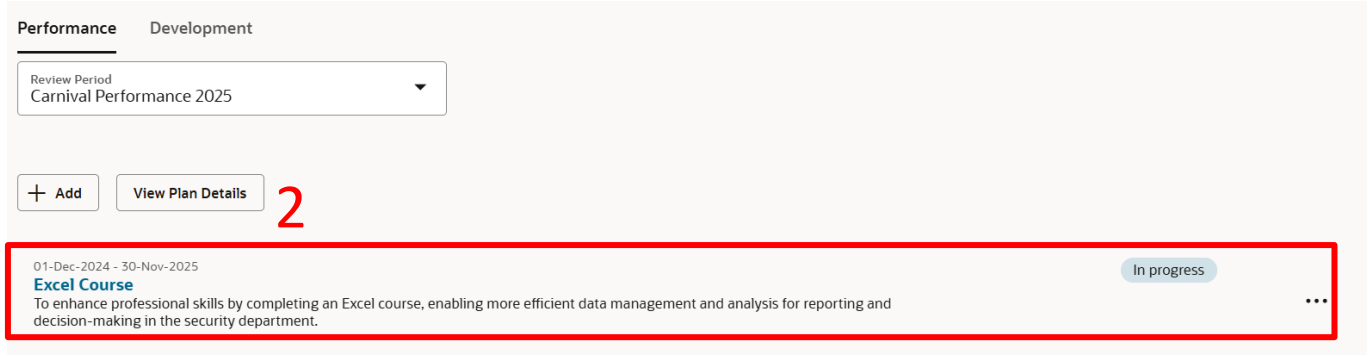
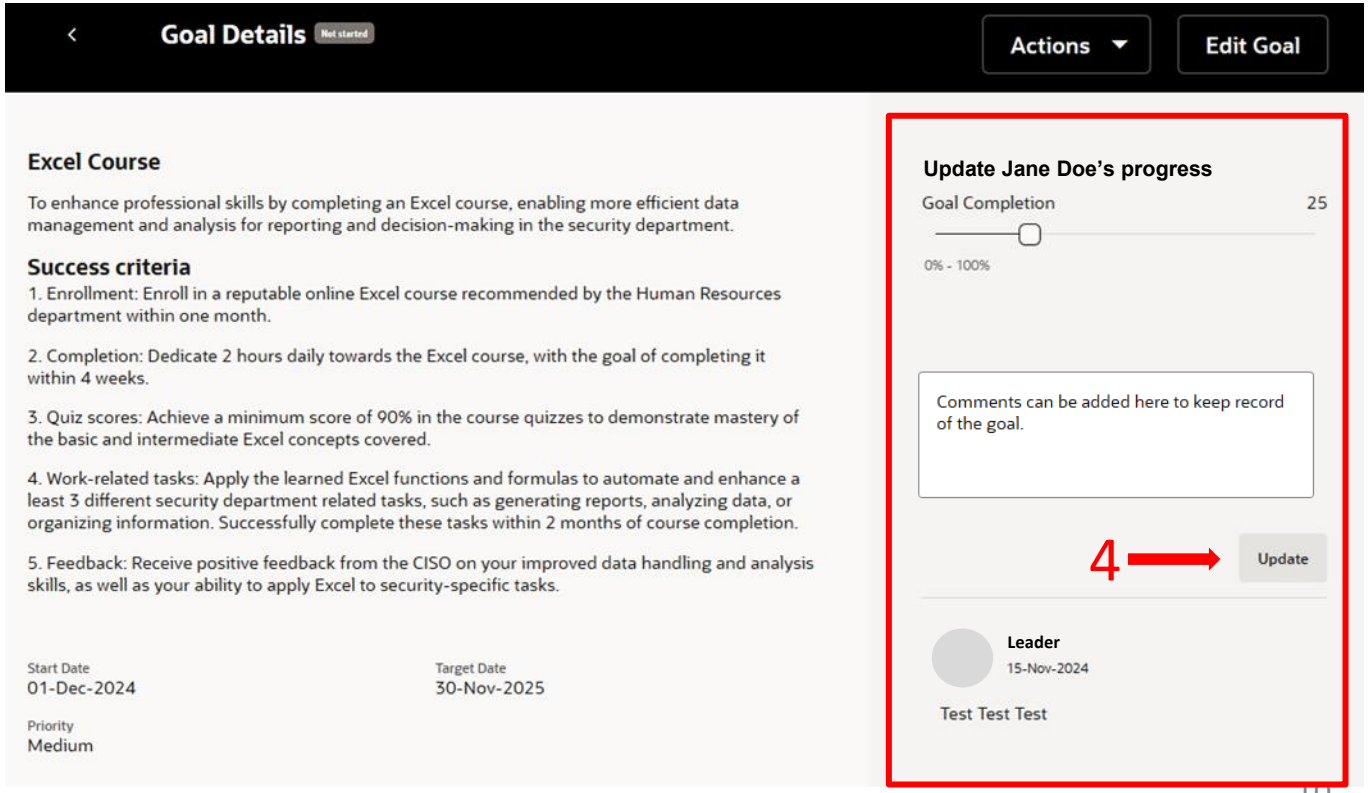
Review Team Member Goals

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.