

Approve Goals and Job Duties

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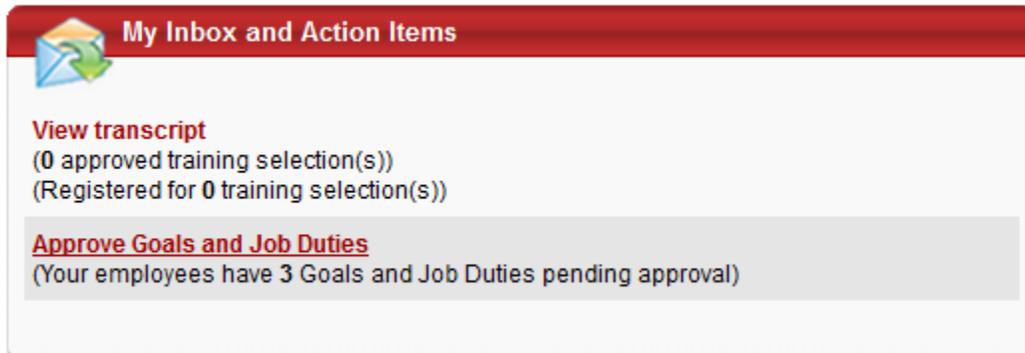
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Approve Goals and Job Duties

This user guide is for managers who need to approve or deny new/changed performance goals or essential job duties submitted by one of their direct reports in the Employee Development Center (EDC). All performance goals and essential job duties created or changed by an employee must first be reviewed and approved by her/his manager before they appear on performance evaluations.

Access Pending Goals and Job Duties

1. After signing in to EDC, go to the My Inbox and Action Items located in the middle of the far left column on the Home Page and click the 'Approve Goals and Job Duties' link.



Approve/Deny Goals and Job Duties

2. On this page, you will see a list of goals and job duties submitted by your employees for your review. Click the 'Approve/Deny' link to the right of a goal/job duty to view details and to approve or deny it.



NOTE: You can quickly approve/deny multiple goals and job duties by marking the checkbox to the left of each goal/job duty (or clicking the Check/Uncheck All button), and then clicking the Approve Request or Deny Request button towards the bottom of the page.

- From the Edit Goals and Job Duties page, you can review the new/changed goal or job duty and make your own modifications:

Details

General

* Goals & Job Duties: Employee-created Goal

Description:

Start Date: 1/1/2014 * Target Date: 12/31/2014

* Perspective: Performance Goals

Attachments

Attachments

Comments

History

Goals and Job Duties History All History

Employee-created Goal pending approval from Chase Olson Admin on 12/2/2014 8:44 AM
Employee-created Goal created by Thomas Employee on 12/2/2014 8:44 AM

- Click the edit icon () next to General (at the top of the widget) to make changes to the title, description, or dates for the goal/job duty.
 - Click the add icon () next to Attachments or Comments to add a new attachment (such as a document or image) or comment about this particular goal/job duty.
- Once you are done reviewing the goal/job duty, click the Approve button to add it to the employee's profile or the deny button to remove it or revert the changes the employee made. If you deny a goal/job duty, you can enter comments to let the employee know your reasoning. After you approve or deny the goal/job duty, the employee will receive an email notifying them of such (along with comments if denied). You will be returned to the Pending Goals and Job Duties page to review the remaining goals and job duties.

[LINK Help Desk Contact](#)

If you have questions about requesting training or need your logon info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234