

Printing Goals

TABLE OF CONTENTS

Overview	1
Printing Your Own Goals	1
Printing a Team Member's Goals	2
LINK Help Desk Contact Information	2

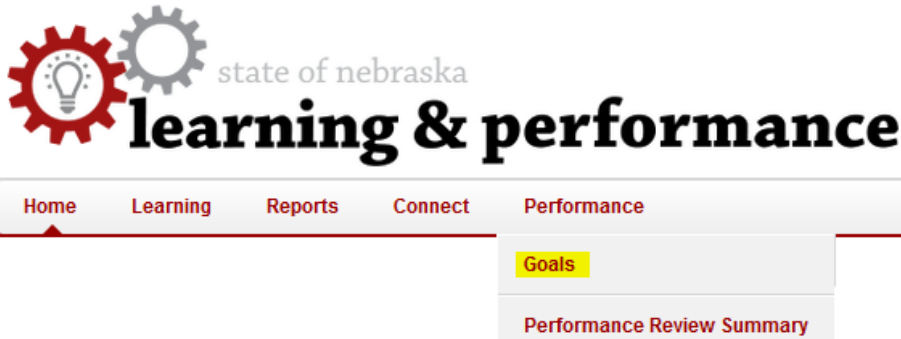
OVERVIEW

This guide walks through grabbing a print-off a copy of your own or your team member's goals.

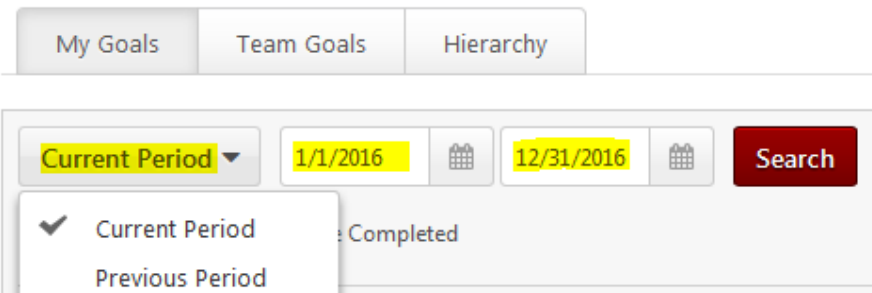
PRINTING YOUR OWN GOALS

To get a copy of your own goals follow the steps below.

1. Log into the Employee Development Center at Nebraska.csod.com. Access your goals page by going into the Performance menu and choosing Goals:



2. This page will show goals active during the current year only; to view and print earlier goals use the drop down menu below the tabs to select Previous Period or enter dates manually and click search:



3. To print the goals that are showing up on the page, click the Options button in the top-right corner:



Choosing the Download PDF option will download a copy of the goals on the page that can be printed.

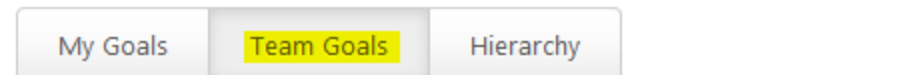
PRINTING A TEAM MEMBER'S GOALS

Follow the instructions below to access a printable copy of one of your team member's goals.

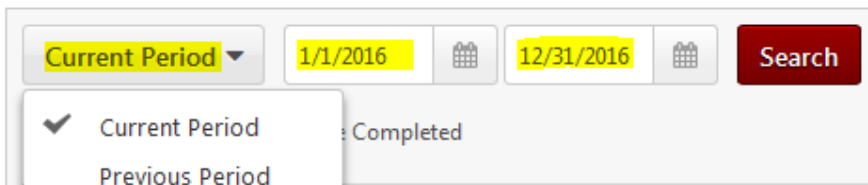
1. Log into the Employee Development Center at Nebraska.csod.com. Access your goals page by going into the Performance menu and choosing Goals:



2. Choose to show team members' goals by clicking the Team Goals tab:



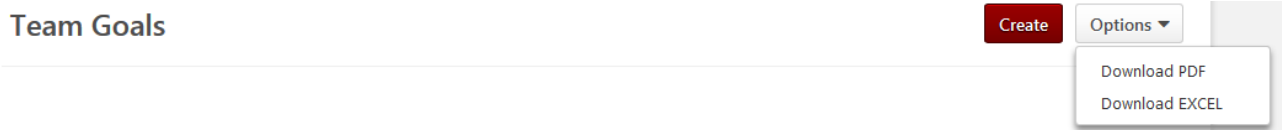
3. Initially this page only shows goals for the current year only; to view and print earlier goals use the drop down menu under the tabs to select Previous Period or enter dates manually and click search:



4. Under the Team Goals you'll see a list of your team members that have goals active during the time period set above. Click the small red arrow to the right of their name to expand out their goals:



5. With the list of the team member's goals expanding, click the Options button in the upper-right corner of the page and choose the Download PDF option:



LINK HELP DESK CONTACT INFORMATION

If you have questions 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

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234