

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

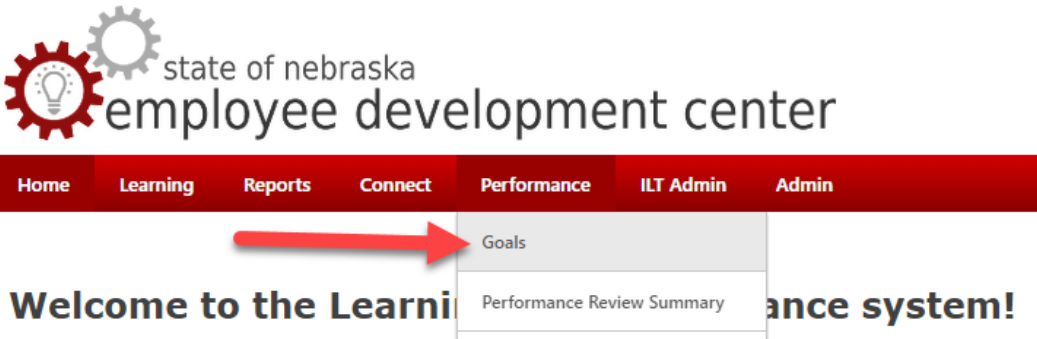
OVERVIEW

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

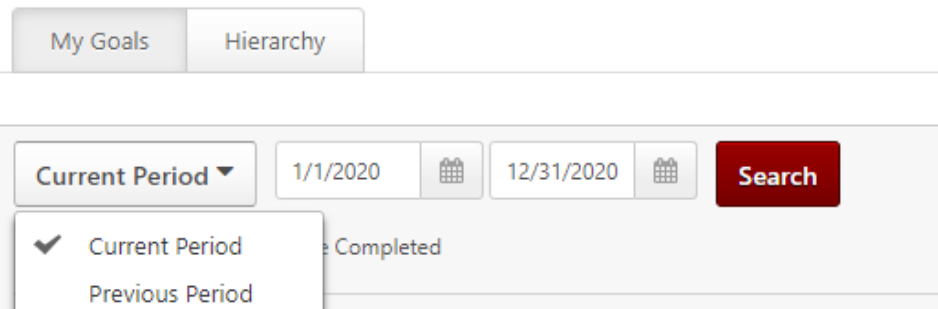
PRINTING YOUR OWN GOALS

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

1. Log into the Employee Development Center at <https://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:

My Goals

Create

Options ▾

Download PDF - My Goals



PRINTING A TEAM MEMBER'S GOALS

1. Access your goals page as outlined in the first part of this guide. Above your own goals you'll have a Team Goals tab to view the goals for your team:

A screenshot of the "Team Goals" section. At the top, there are three tabs: "My Goals", "Team Goals", and "Hierarchy". A red arrow points to the "Team Goals" tab. Below the tabs is a search area with a "Current Period" dropdown menu, two date input fields (1/1/2020 and 12/31/2020) with calendar icons, and a red "Search" button. Below the search area are two checkboxes: "Display Cancelled" and "Hide Completed". At the bottom is an "All Statuses" dropdown menu.

2. Initially this page 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, as shown in step two of the previous section.
3. Under the date range 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:

A screenshot of a team member's goal card. At the top left is a red circle icon representing a person, followed by the name "Jane Manager" and the text "*Not Applicable". To the right is a progress bar showing "25% Complete". A red arrow points to a small red arrow icon on the right side of the progress bar. Below this is a goal card for "test dynamic" with a status of "In Progress", a target date of "12/31/2020", and a perspective of "Performance Goals". The goal card shows "50%" completion with a green progress bar and a small red arrow icon on the right.

4. Once all desired goals are showing click the Options button in the upper-right corner of the page and choose the Download PDF option:

A screenshot of the "Team Goals" section. At the top, there are three tabs: "My Goals", "Team Goals", and "Hierarchy". A red arrow points to the "Options" button in the top-right corner. A dropdown menu is open, showing two options: "Download PDF" and "Download EXCEL".

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