

Villanova University Human Resources  
Performance Management Resource Guide  
**ACKNOWLEDGING A GOAL PLAN**

**What is a Goal Plan Acknowledgment?**

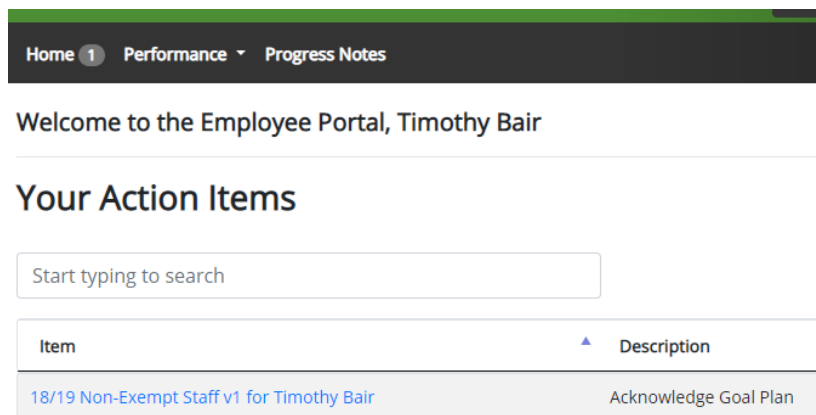
The Goal Plan Acknowledgment is an employee task that shares a read-only copy of the Goal Plan your supervisor created for you, and gives you the option of either acknowledging the Plan as-is, or entering in your comments and returning it to your supervisor for further review.

*For this purpose, the term “Acknowledgment” means that you have had the opportunity to read and discuss your Plan with your supervisor, but does not necessarily imply agreement.*

**Acknowledging Your Plan**

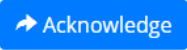
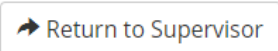
Employees will receive an email prompting them to log into the online Performance Management system to complete their Plan Acknowledgment. To access the form, either click the link in the email, or navigate to <http://jobs.villanova.edu/hr>, log in, and go to the Performance Management Portal.

The Plan Acknowledgment step will be listed in your Action Items inbox on the home screen.



Click the blue link to access the Acknowledge Goal Plan task.

When you open your Plan, take a moment to read through the goals that were set by your supervisor, as well as the competencies relevant to your job. Please note that these competencies are pre-set based on your job type.

Click  at the bottom of the form to indicate that you have read and understand your goal plan. If you have questions, concerns, or believe there may be an error or omission, explain in the **Comment** box and then click the  button.

This will send the re-open your plan and send it back to your supervisor for their consideration. Your plan will not be finalized until you have acknowledged it.