

Approving: Mid-Year Goal Review

Word Directions:

- Click on each goal under the Goal Tab in Eduphoria Strive.
- Use the written actions, evidence and meeting topics (if meeting) to determine the progress of the goal.
- Select, “Send New Message” to comment on the goal progress.
Start the comment with MOY Review:
- Repeat adding a New Message to each goal.

Directions with Screen Prints:

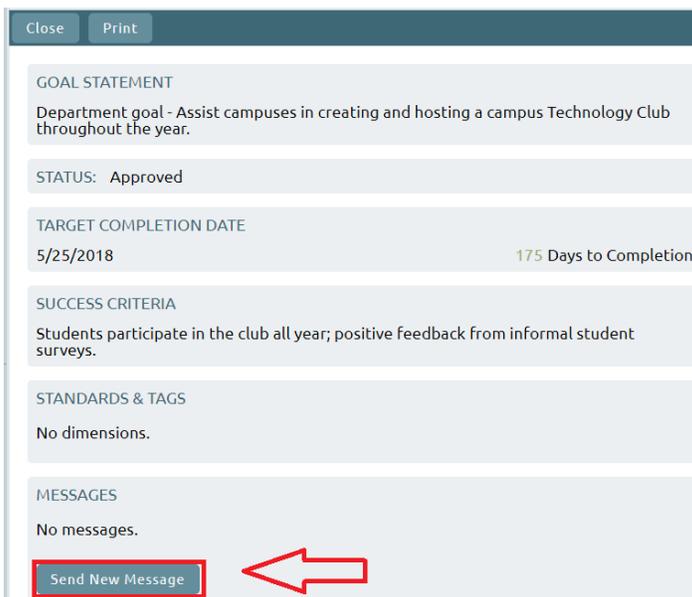
1. In Strive, Select the employee. →



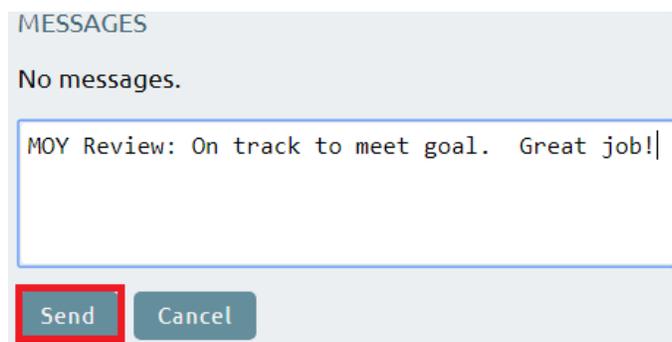
2. Click on a goal



3. Review the written actions, evidence and meeting topics (if meeting) to determine the progress of the goal.



4. Select “Send New Message” to comment on the goal progress. Start the comment with MOY Review:



■ Repeat steps 2-4 for all goals.