

How Do I Find My Lost Goal?

I created a goal recently, and edited it today. I saved my changes as a draft and then clicked "submit". Now I am unable to find this goal at all. Would you please let me know if this will return later or if you can find and send back my way?

To help find a goal item, menu to your Shark Talent Goals page.

Change the date range from the currently defaulted Fiscal year to **Start Date** of 1/1/1900 and the **End Date** to 12/31/2067, check the option **Display Cancelled**, then click **Search**.

The screenshot shows the 'My Goals' page. At the top right, there are 'Create' and 'Options' buttons. A large circular progress indicator shows '0%' with the text 'TOTAL COMPLETE' and 'Total Weight: 0% My Goals'. Below this, there are two tabs: 'My Goals' (selected) and 'Hierarchy'. A search bar contains the date range '1/1/1900' to '12/31/2067' with calendar icons, and a 'Search' button. Below the search bar are two checkboxes: 'Display Cancelled' (checked) and 'Hide Completed'. At the bottom, there are two boxes: 'Manager's Goals' with a count of '1' and 'Company Goals' with a count of '6'. Below these are sections for 'Manager's Goals' and 'Company Goals'.

Any goal that you have created in the system that was **cancelled**, **saved as draft** or **submitted for approval** will be displayed.

From the **Options** dropdown box, select **Download PDF**. When the Adobe file generates, you can scroll through and view it or save it locally for future use.

If the goal is not displayed, it would most likely be that it was not saved as draft before exiting the Goals page, or perhaps, if you are a Supervisor, you might have assigned the goal to a subordinate employee instead of yourself.