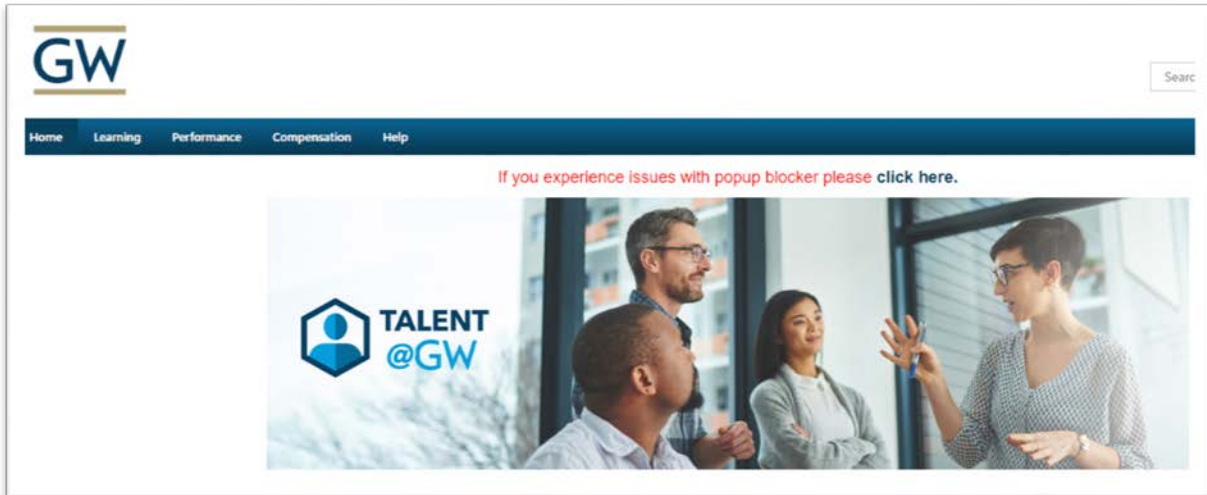


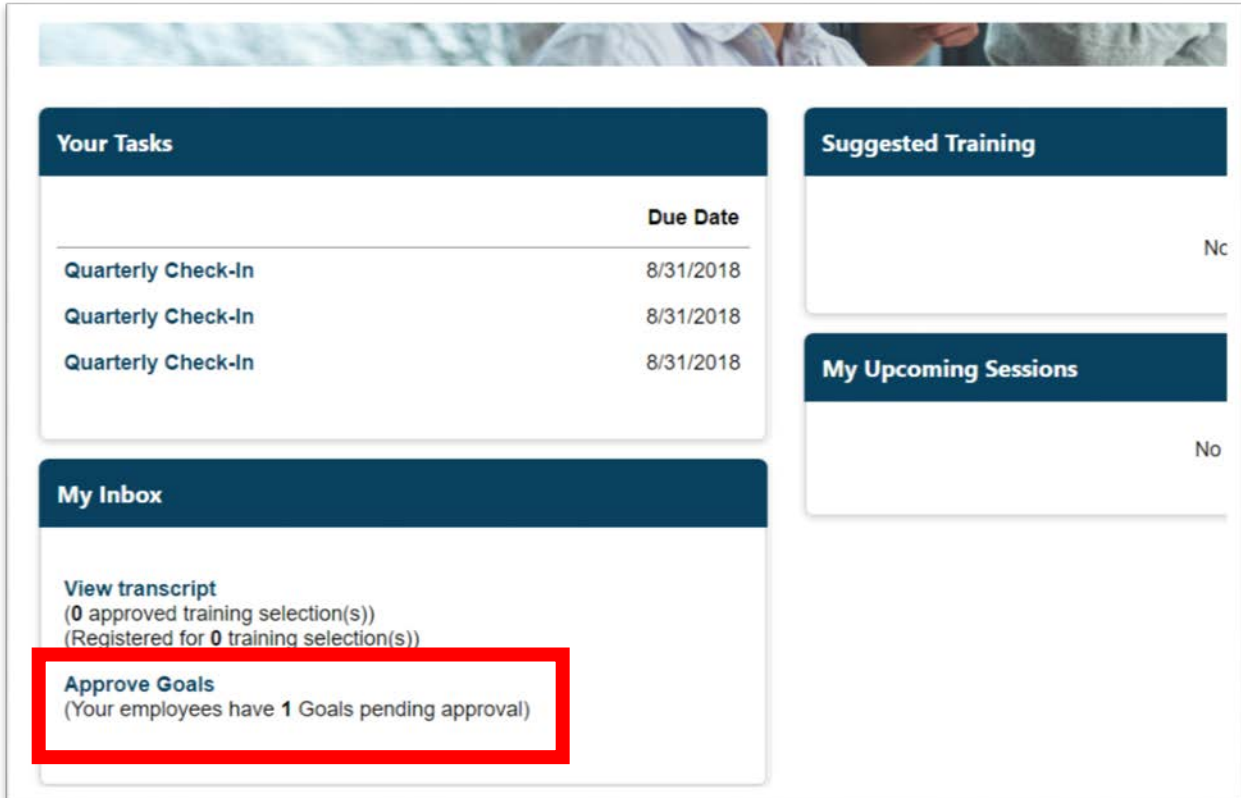


How to Approve or Deny Goals in Talent @ GW

1. Log into Talent @ GW by visiting <https://go.gwu.edu/talentatgw>.



2. On your home page, click **Approve Goals** in your Inbox.



3. View all goals currently pending approval. To view goal details, click **Approve/Deny**.

GW

Search

Home Learning Performance Reports Compensation Help

Pending Goals

You may individually view the details of each Goals to approve or deny the Goals or you may select a group of Goals to approve or deny all at once.

Include Goals for inactive users

Select	User	Title	Status	Options
<input type="checkbox"/>	Norman Washington	Strategy Plan Research	Pending Approval	Approve/Deny

4. View the details of the goal. Add any comments or make any changes as necessary. Click **Approve** or **Deny** at the bottom.

Strategy Plan Research

Description

Complete research for five part strategy plan to increase team engagement with prospective students for the upcoming year.

Start Date: 8/24/2018 Due Date: 9/30/2018

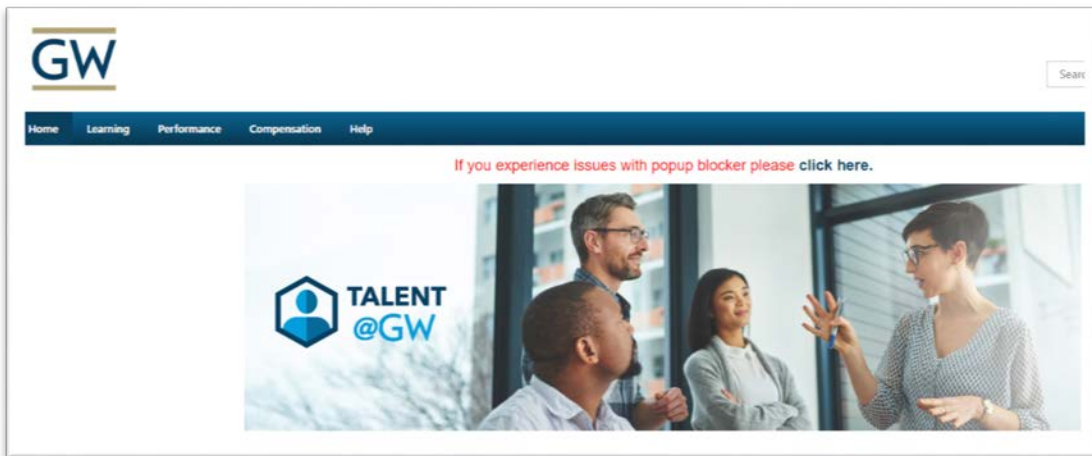
Comments
Add Comment



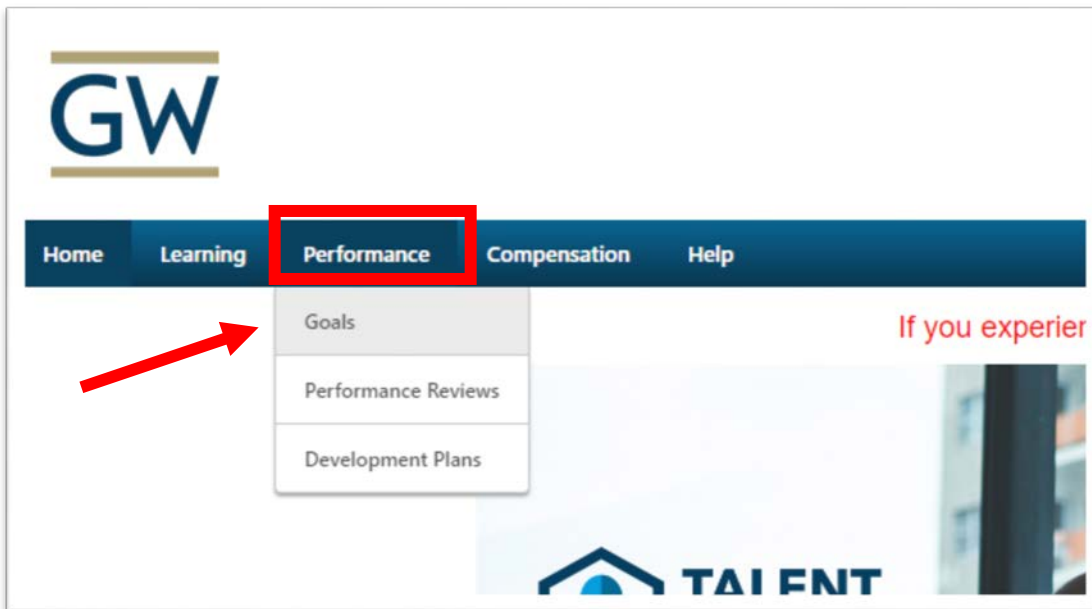
TALENT
@GW

How to Assign a Goal to a Direct or Indirect Report

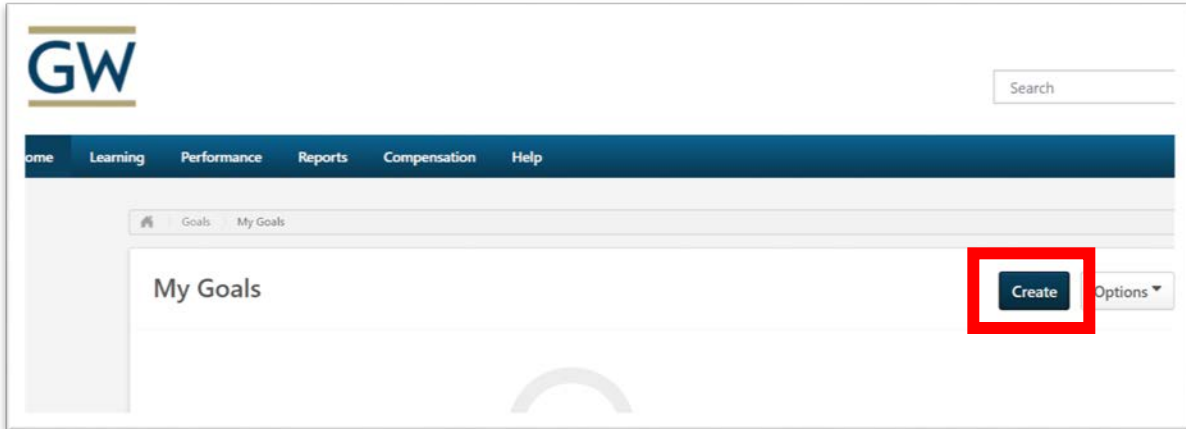
1. Log into Talent @ GW by visiting <https://go.gwu.edu/talentatgw>



2. Hover over **Performance** then select **Goals**.



3. Click **Create** to begin.



4. Enter **Title** and **Description** of goal.

Create Goals

Copy and paste the following link address in a new browser window to watch a brief video on how to set goals
RCID=7e519baa16eedb10449760f7fb08de3d

All fields marked "*" are required

Title *

Description

B I U S I_x **1= :=** **-E -E** **ABC**

Complete research for five part strategy plan to increase team engagement with prospective students for the upcoming year.

Add Description of Goal here.



5. Under the Description box, enter the Goal **Start Date** and **End Date**.

Description

B I U S I_x **☰ ☷ ☰ ☷** **ABC**

Complete research for five part strategy plan to increase team engagement with prospective students for the upcoming year.

Start Date **Due Date ***




8/24/2018  9/30/2018 

6. Under **Assignment**, select who you would like to assign the goal to. You can chose all team members, or just one. Click **Submit** when finished. This will create a separate goal for each employee.

Assignment *

Select which users this goal should be assigned to. If you are assigning a goal to yourself, be sure to select the Send Approval Request button on your My Goals page (the My Goals page will appear after you select Submit below). This will prompt your manager to review and approve your goal.

Yourself Your team

<input type="checkbox"/>	Name	Title	Direct and Indirect Reports <input type="checkbox"/>
<input checked="" type="checkbox"/>	 Martha Washington		
<input type="checkbox"/>	 George Washington		
<input type="checkbox"/>	 Edith Washington		<input type="checkbox"/>

Options

Create a separate goal for each user.
 All users will share this goal and its progress.

Cancel Save as Draft **Submit**