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**.

4. View the details of the goal. Add any comments or make any changes as necessary. Click **Approve** or **Deny** at the bottom.
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.
5. Under the Description box, enter the Goal **Start Date** and **End Date**.

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