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

![Description box]

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.

![Assignment selection]

- **Start Date**
  - 8/24/2018
- **Due Date**
  - 9/30/2018