

Currently in Draft

- 1. Log into Talent@GW by visiting go.gwu.edu
- 2. Hover over Performance, then select Goals

TALEN	T@GW				
Home	Learning	Performance	Succes	m	Reports
		Goals			
		r chormanee Kevi	CWS		
		Development Plar	ıs		

3. Select the drop down arrow on the right hand side on the draft goal, then click Edit

My Goals	Create Options ▼
100% TOTAL COMPLETE My Goals	
My Goals Team Goals	
Current Period 4/1/2023 3/31/2024 Search Display Cancelled Hide Completed	
My Goals	
0% Test Draft Goal Status : DRAFT Due Date : 3/31/2024	Edit Copy
Test Goal 100% Status : Completed Due Date : 3/31/2024	View History

4. At the bottom of the page, click Submit.

Create Goals	Options •
Enter a title, description, start date, and due date for your goal.	
All fields marked "*" are required	
Title *	
Test Draft Goal	
Description	
Goal Description	
4	
Start Date Due Date *	
4/1/2023 🗰 3/31/2024 🗰	
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 page (the My Goals page will appear after you select Submit below). This will prompt your manager to review and approve your goal.	your My Goals
Yourself Your team Custom Assignment	
Comments Add Comment	
Cancel S as Dra	t Submit

5. When you are done submitting all your goals, click Send Approval Request to send an email to your supervisor.

My Goals Team Goals	
Current Period ▼ 4/1/2023 iii 3/31/2024 iii Search	
Display Cancelled Hide Completed	Send Approval Request
My Goals	