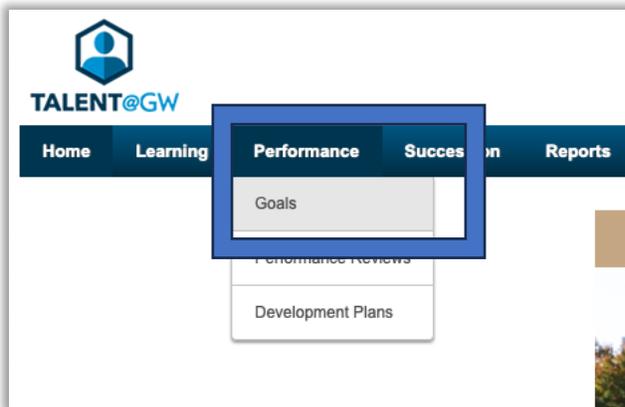# TALENT @GW

How to Submit a Goal that is currently in Draft

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

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

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

B *I* U S | *Iₓ* | ≔ ≔ | ⇥ ⇤ | ABC

Goal Description

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 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 ○ Custom Assignment

Comments
Add Comment

Cancel   Save as Draft   **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 📅   3/31/2024 📅   **Search**

☐ Display Cancelled ☐ Hide Completed

Send Approval Request

My Goals