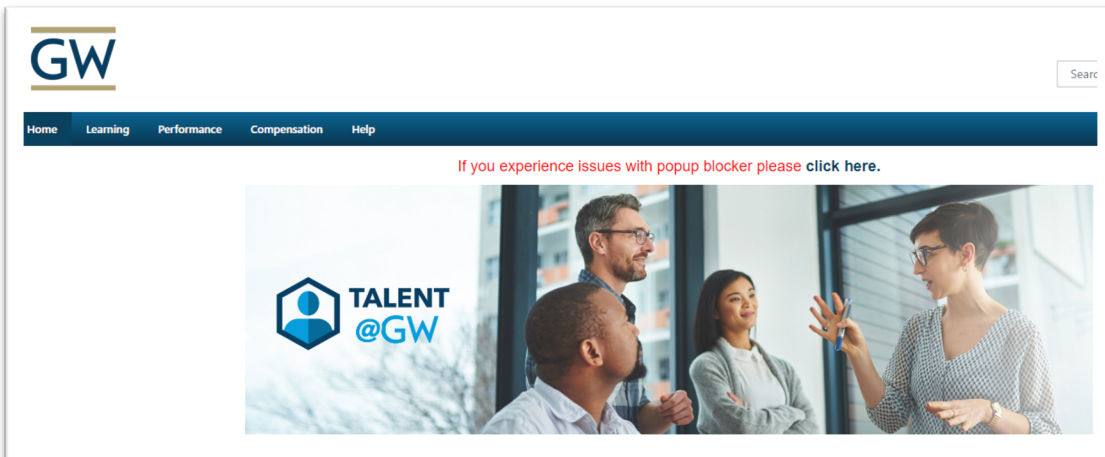




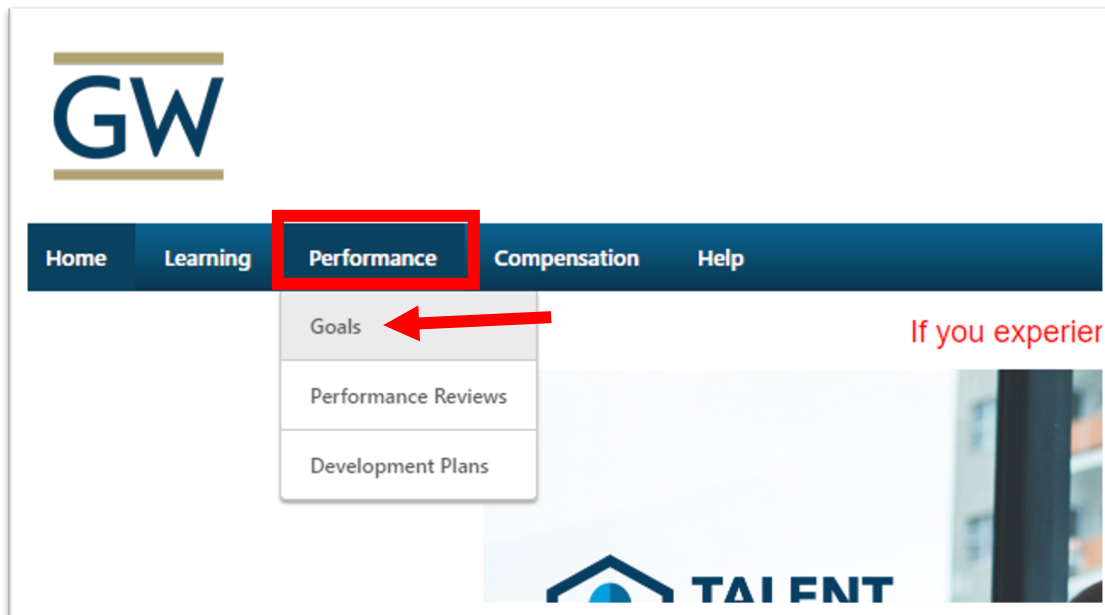
**TALENT
@GW**

How to Update a Goal in Talent @ GW

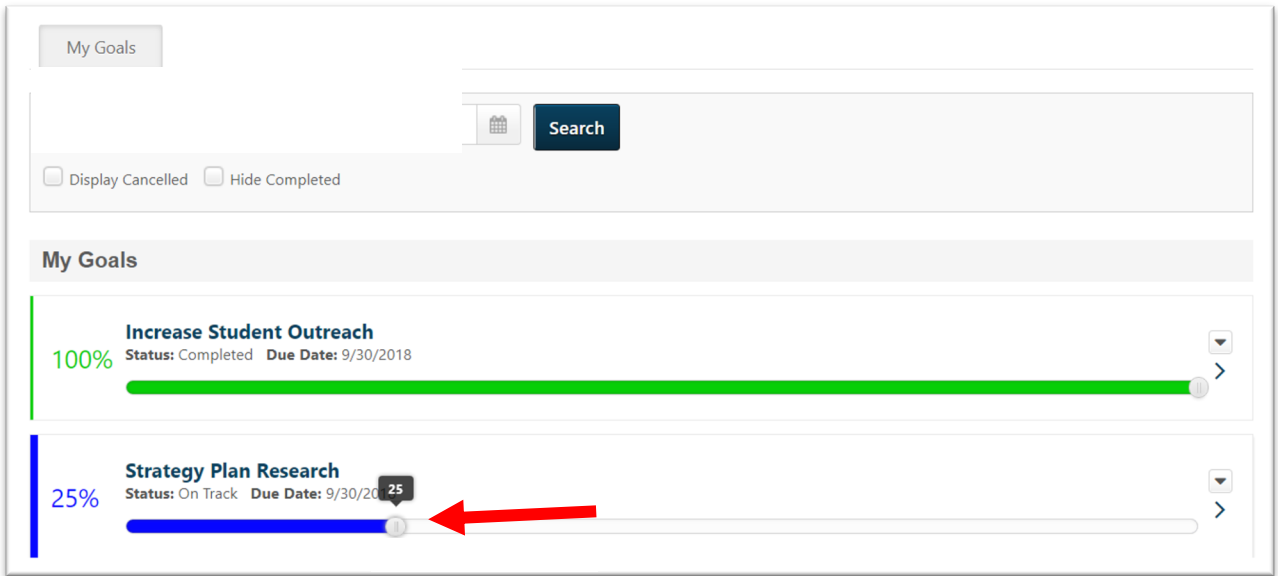
1. Log into Talent @ GW by visiting <https://go.gwu.edu/talentatgw>.



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



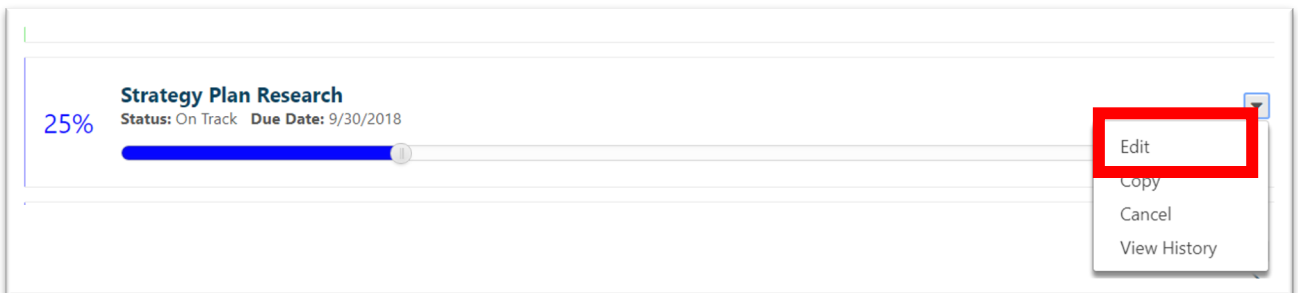
3. Update the progress of the goal by dragging the **progress bar**.



4. To edit a goal, click the **drop down arrow** on the goal.





5. Select **Edit**.





6. Edit as necessary and/or add comments. Click **Submit** when finished

Description

B I U S I_x  

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

Cancel **Submit**

7. Click **Send Approval Request** to send the updates to your manager.

My Goals

Current Period  10/1/2017  9/30/2018  **Search**

Display Cancelled Hide Completed

Send Approval Request

70% **Strategy Plan Research**
Status: Pending Modification Approval Due Date: 9/30/2018 