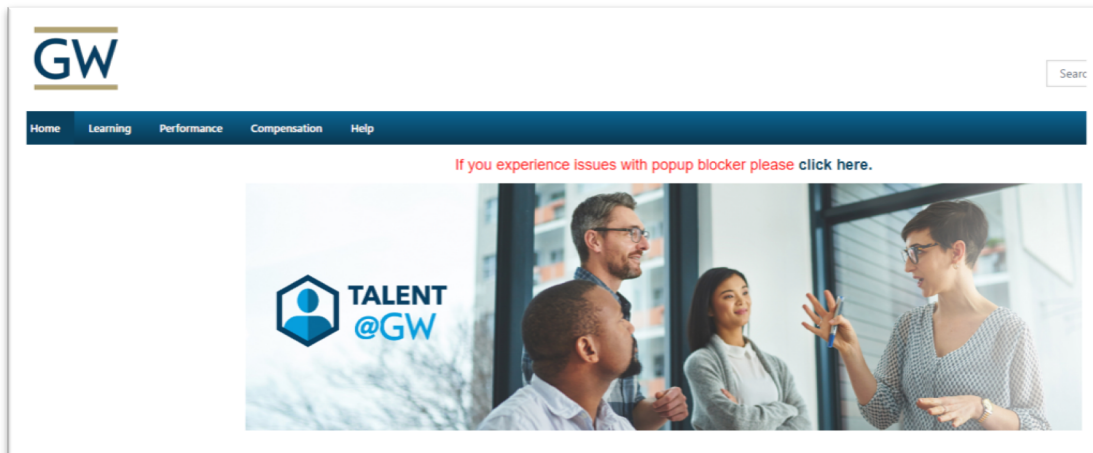




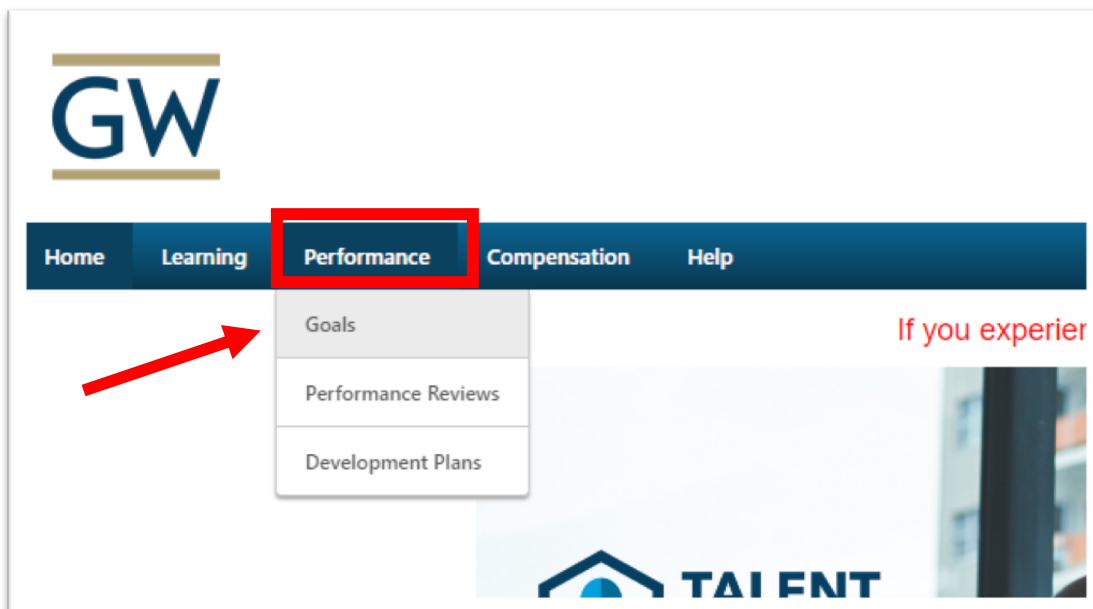
**TALENT
@GW**

How to Enter a Goal in Talent@GW

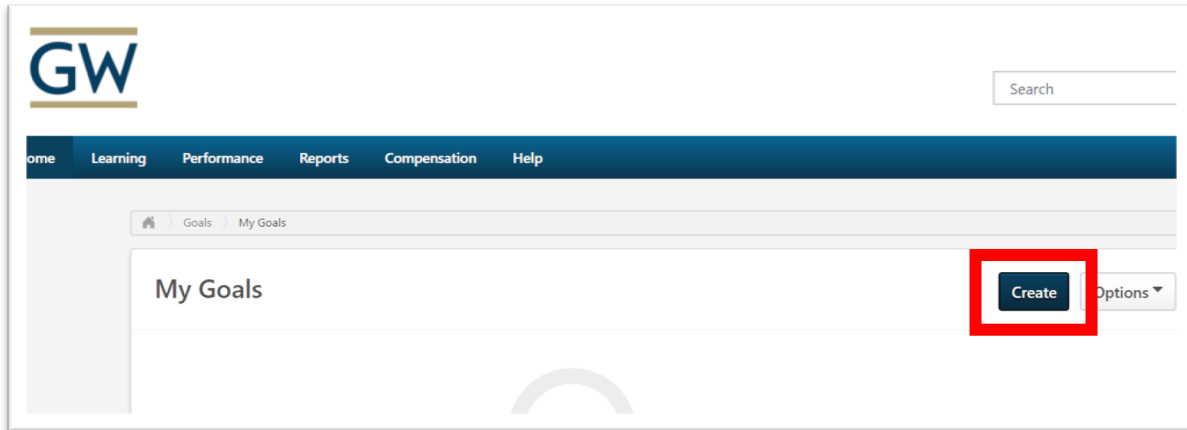
1. Log into Talent @ GW by visiting <https://go.gwu.edu/talentatgw>



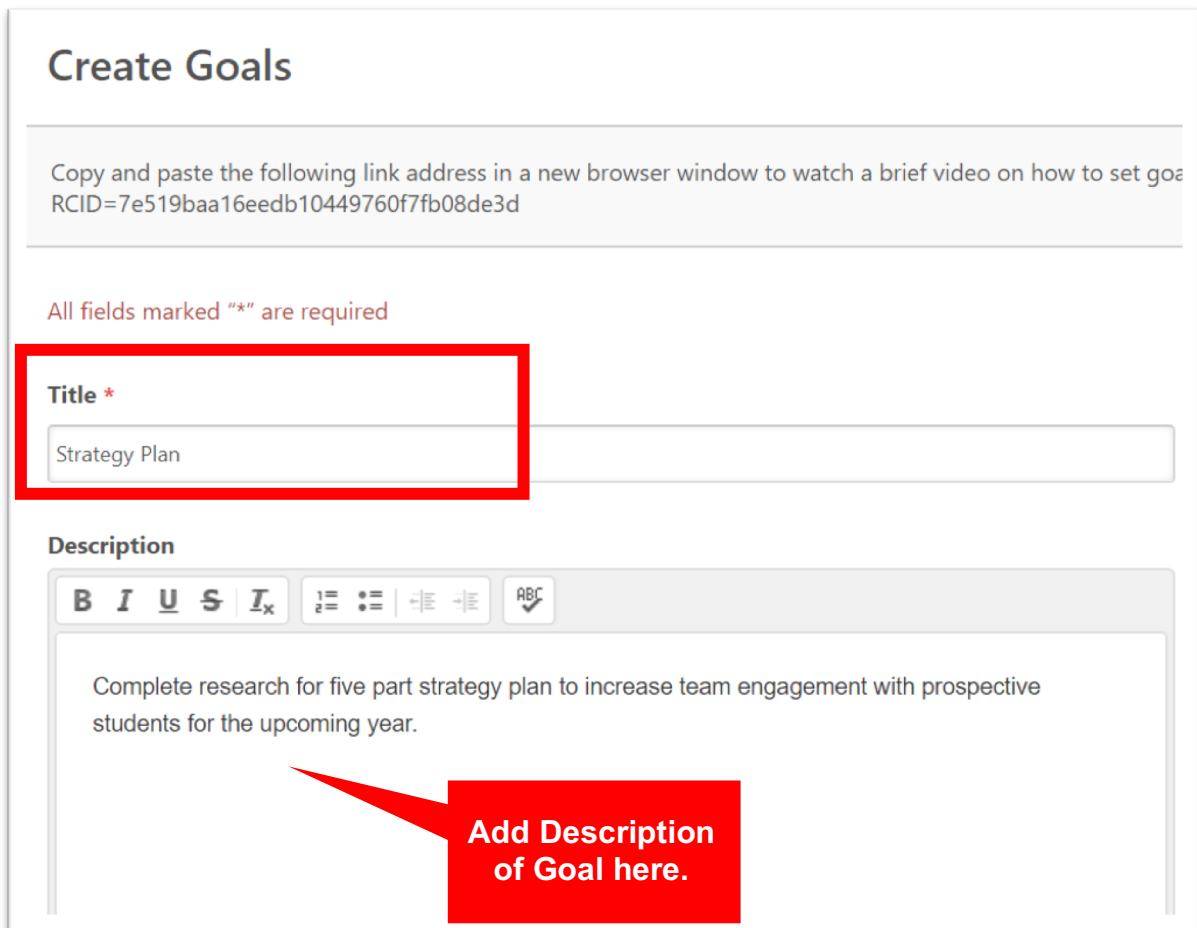
2. Hover over **Performance** then select **Goals**.



3. 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

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 **Due Date ***

8/24/2018  9/30/2018 

6. Click **Submit** when done. Or, click **Save as Draft** if still working on the goal.

Start Date **Due Date ***

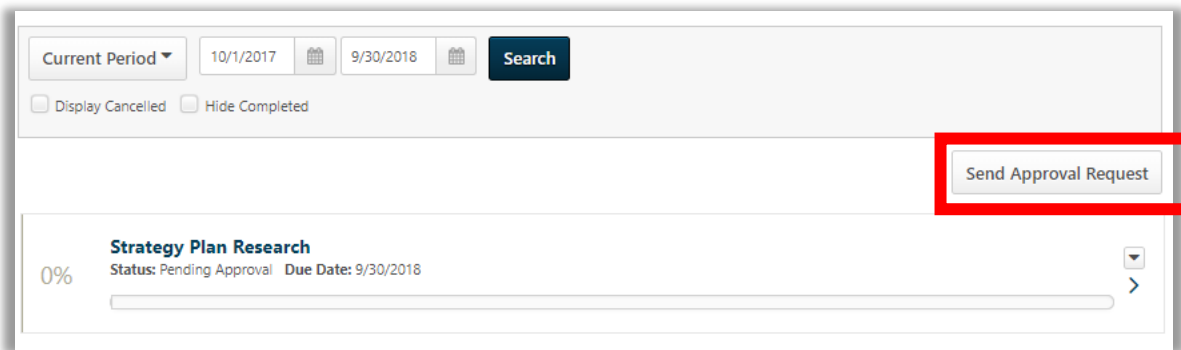
8/24/2018  9/30/2018 

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

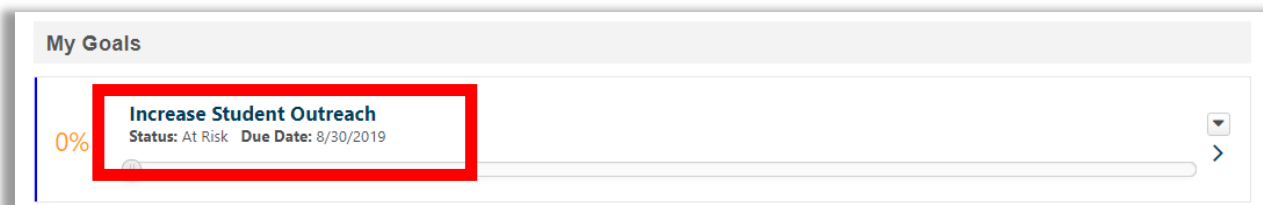
7. Click **Send Approval Request** to send the goal to the manager for approval.



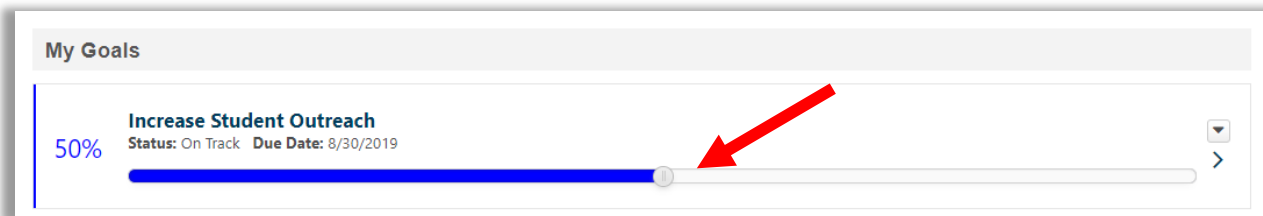
8. The goal will be in the **Pending Approval** stage until your manager approves it. It will also be gray.



9. Once approved, you will have the ability to update the progress. Depending on the dates of the goal, and how much progress has been completed, it will either say **At Risk** or **On Track**.



10. Drag the progress bar to update the progress.

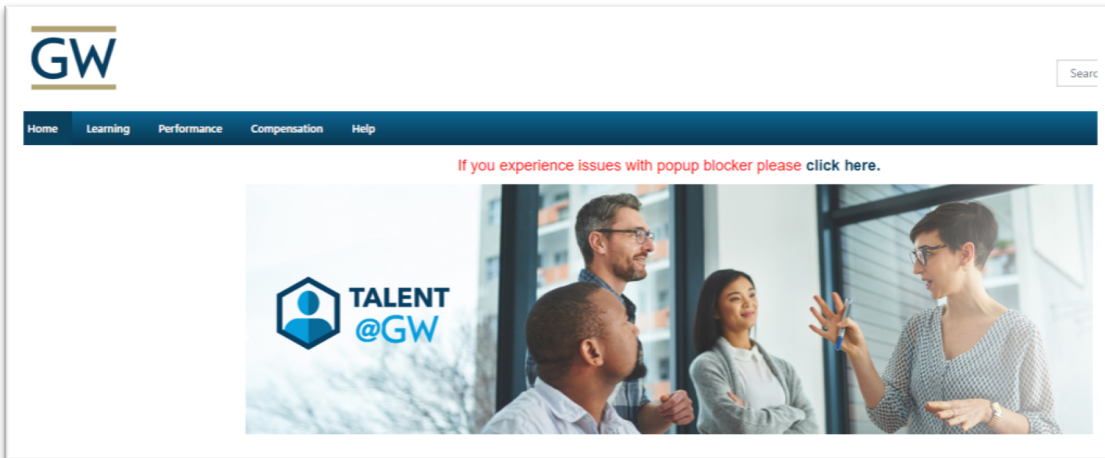




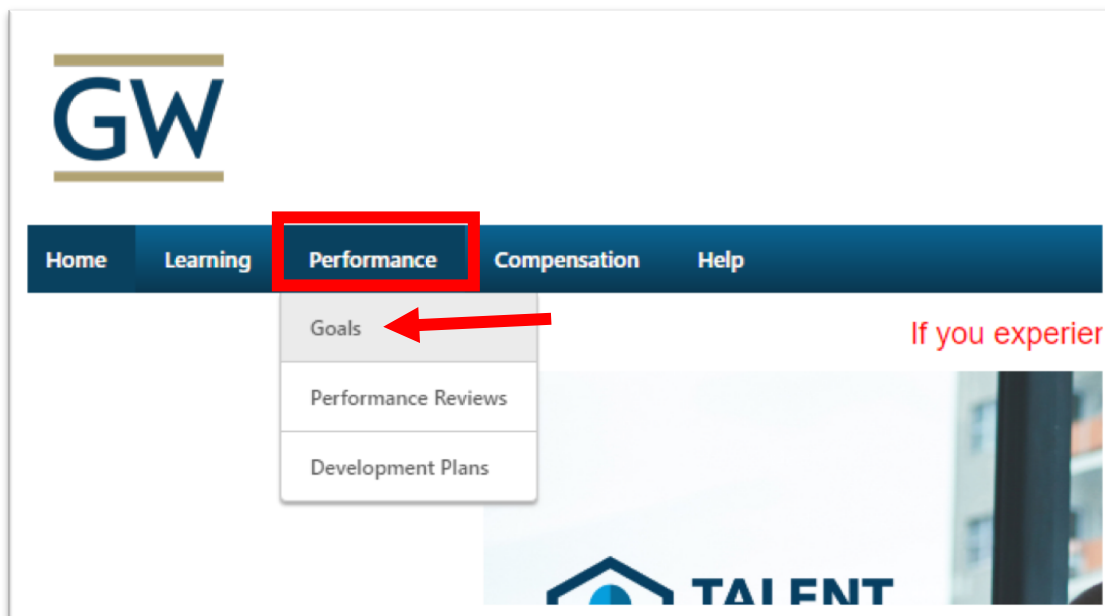
**TALENT
@GW**

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**.

My Goals

Search

Display Cancelled Hide Completed

My Goals

Increase Student Outreach
Status: Completed Due Date: 9/30/2018
100%

Strategy Plan Research
Status: On Track Due Date: 9/30/2018
25%

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

My Goals

Increase Student Outreach
Status: Completed Due Date: 9/30/2018
100%

Strategy Plan Research
Status: On Track Due Date: 9/30/2018
25%

5. Select **Edit**.

Strategy Plan Research
Status: On Track Due Date: 9/30/2018
25%

- Edit
- Copy
- Cancel
- View History

6. You can edit the description or the dates. Click **Submit** when finished.

The screenshot shows a task editing interface. A red rectangular box highlights the 'Description' field, which contains the text: 'Complete research for five part strategy plan to increase team engagement with prospective students for the upcoming year.' Below the description are two date pickers: 'Start Date' set to 8/24/2018 and 'Due Date *' set to 9/30/2018. At the bottom right, there are two buttons: 'Cancel' and 'Submit', with the 'Submit' button highlighted by a red rectangular box.

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

The screenshot shows a goal tracking interface. At the top, there is a 'My Goals' tab. Below it, there is a search bar with 'Current Period' set to 10/1/2017 to 9/30/2018 and a 'Search' button. There are also checkboxes for 'Display Cancelled' and 'Hide Completed'. A red rectangular box highlights the 'Send Approval Request' button. Below this, a goal card for 'Strategy Plan Research' is shown with a 70% progress bar, a status of 'Pending Modification Approval', and a due date of 9/30/2018.