



# VCU

# Talent@VCU

## Talent@VCU – How to Approve Goals

Any goal that an employee creates or edits in Talent@VCU must be approved by their manager.

Goals can be approved from two areas: My Inbox on the welcome page and the Team Goals page.

### My Inbox

- a) From the Talent@VCU Welcome Page, scroll to the "My Inbox" box and click Approve Goals.

**My Inbox**

**View transcript**  
(2 approved training selection(s))  
(Registered for 14 training selection(s))

**Approve Goals**  
(Your employees have 1 Goals pending approval)

### Pending Goals Page

- b) Click Approve/Deny to review the goal.

**Pending Goals**  
You may individually, or as a group, view, approve, or deny the Goals.

Check / Uncheck All  Include Goals for inactive users

Select	User	Title	Options
<input type="checkbox"/>	Employee 1	Sample Goal 3	Approve/Deny

## Edit Goal page

Read/review the goal title, description, alignment, and any tasks. Then:

- c) Click the Approve button to approve the goal.

OR

- d) Click the Deny button to deny the goal.

The screenshot shows the 'Edit Goal' page. At the top, there is a 'Title' field with the text 'Sample Goal 3'. Below it is a 'Description' field with a rich text editor toolbar (bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, undo, redo) and a large text area. To the right of the description is an 'Alignment' box with the text 'Not currently aligned' and an 'Align' button. Below the description are three fields: 'Start Date' (10/1/2018), 'Due Date' (12/31/2019), and 'Weight' (0). There are also sections for 'Tasks' (with an 'Add Tasks' button), 'Attachments' (with a 'Choose File' button and a note 'Upload up to 3 attachments. Maximum upload 1mb'), 'Visibility' (with a checked checkbox 'Allow other users to see and align'), and 'Comments' (with an 'Add Comment' button). At the bottom right, there are three buttons: 'Cancel', 'Deny', and 'Approve'.

Deny Request pop-up window:

- i) Enter Comments that provide guidance to employee on how to correct goal.
- ii) Click Deny.

After a goal is denied, an email will be sent to the employee containing the deny request comment.

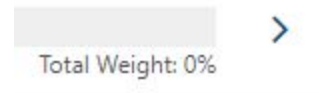
The screenshot shows a 'Deny Request' pop-up window. It has a title bar with the text 'Deny Request' and a close button (X). Below the title bar is a 'Comments' section with a large text area for entering a comment. At the bottom of the window, there are two buttons: 'Cancel' and 'Deny'.

## Team Goals page

1. Click the "Team Goals" icon on the Talent@VCU Welcome Page.

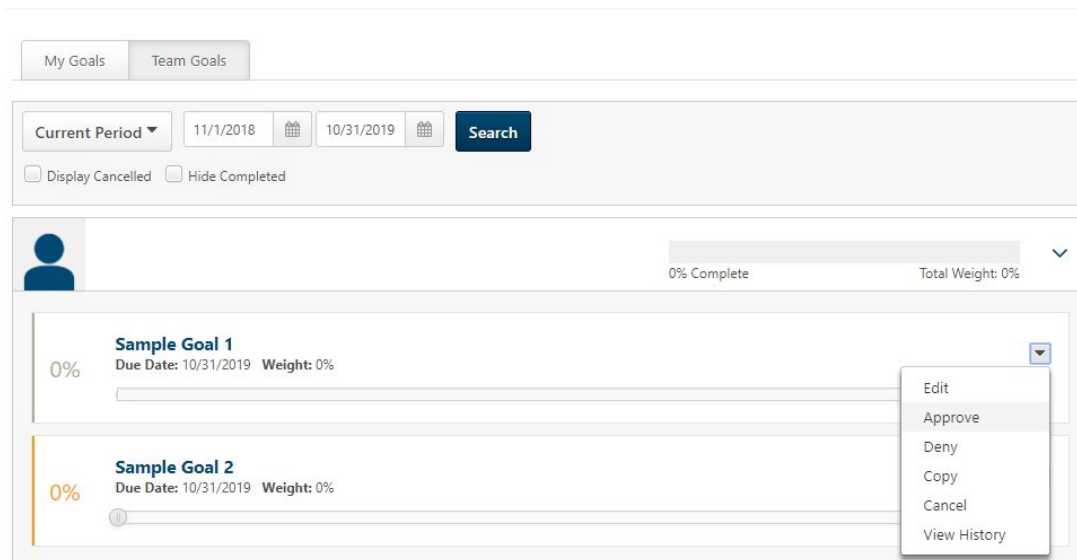


2. On the Team Goals page, managers will be able to see the goals for all of their direct reports. To review an employee's goals, click the ">" icon.



3. The selected employee's goals will appear. Approved Goals will be signified by the color orange and pending goals for approval are grey. Click the Options button to approve or deny the goal. Clicking the expand button will show details of the goal.

### Team Goals



My Goals Team Goals

Current Period 11/1/2018 10/31/2019 Search

Display Cancelled  Hide Completed

0% Complete Total Weight: 0%

**Sample Goal 1**  
0% Due Date: 10/31/2019 Weight: 0%

**Sample Goal 2**  
0% Due Date: 10/31/2019 Weight: 0%

- Edit
- Approve
- Deny
- Copy
- Cancel
- View History