Talent@VCU – How to Approve Goals
During performance planning, the manager and employee meet to discuss the employee’s SMART goals for the performance cycle. After agreeing on the content of the goals, the employee enters them in Talent@VCU and submits them for manager approval. The manager follows these steps to approve the goals.

If an employee needs to adjust goals during the performance cycle, employee and manager follow the same steps for creating goals during performance planning.

From the Talent@VCU Welcome Page

a) In your Inbox, click Approve Goals.

From the Pending Goals page

b) Review the employee’s goal by clicking Approve/Deny.
From the 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.

In the Deny pop-up window:

i) Enter Comments that provide guidance to employee on how to correct goal.

ii) Click Deny.

An email will automatically send to the employee.