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.

Pending Goals Page

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

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.
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.