Manager Instructions to Align and Approve Goals
Manager steps to Align and Approve goals:
1. Check each goal to make sure they match the employee-manager goal setting conversation.
2. Align the goal to the appropriate strategic goal for your Division/School/Unit and then approve it.
3. If you need to deny or edit the goal during this process for any reason, talk to your employee about the changes before they are made in Talent@VCU.

Manager steps to document goal feedback throughout the year:
1. Check-in on goal progress under “Team Goals.” Encourage employees update their goal progress.
2. Use comment functionality to provide feedback on goal progress. Document important meetings, conversations, and milestones that contribute toward achieving the goal.

Manager steps to edit/cancel an already approved goal:
1. Identify any changes that need to be made to your employee’s SMART Goal.
2. Discuss those changes with your employee and make identified edits in Talent@VCU.
3. If a goal is completely off base and cannot be edited in such a way to create a new usable goal, then it can be cancelled. **Note:** Approved goals cannot be deleted, but cancelled goals will no longer appear on the goals page.
• Talent@VCU Instructional Materials

• Online Help – When you click on the Help option information will display in a new window for the screen that you are currently on in Talent@VCU. This will allow you to move between the screens for easier access to the help information.

• Your Human Resources Professional/Consultant

• VCU IT Service Desk
  https://servicedesk.vcu.edu/
  select Talent@VCU
TALENT@VCU: MANAGER INSTRUCTIONS TO ALIGN AND APPROVE GOALS

HOW TO SIGN IN AND WELCOME PAGE NAVIGATION

1) Type URL http://go.vcu.edu/talentatvcu
2) Type your VCU eID and password to sign in

Home Page: Talent@VCU Welcome Page
HOW TO ALIGN AND APPROVE GOALS

1) Under My Inbox click “Approve Goals.”

Pending Goals Page: This page lists all the goals that a manager’s direct reports submitted for approval. **Note:** you will need to follow steps 1-7 (or 12) for each goal.

2) **Click** the “Approve/Deny” link.
Approve Goals Page: This page is a detailed view of your employee’s SMART goal. Make sure the information on this page matches your goal setting conversation. From this page, you have the ability to edit your employee’s goal, however, this should not be done until you inform the employee.

3) The first step is to align the goal. To align the goal, click “Align.”
**Alignment Screen:** This is a scrollable window where you can see all the strategic goals in your area.

**NOTE:** If you do not see any goals in the Alignment screen, click the search box to search for the strategic goal by the goal owner’s last name. The goal owner is usually the dean of a school, or VP or AVP for a Division or Unit. If you are unsure of who to search for, please contact your HR Professional or HR Consultant and they should be able to help you.
4) **Click** the circle next to the title of the chosen strategic goal.
5) **Click** “Read More” to read the entire text of the goal.
6) After you have selected the appropriate goal, **click** “Align.”

**Note:** DO NOT check the box to overwrite goal fields.

7) The alignment will now display on the goals page.
8) To **approve** the goal, click “Approve.”

9) To exit the goal screen without taking action or saving your work, **click** “Cancel.”

10) If the goal is not correct, **click** “deny” to deny the goal submission.

11) **Deny Request Window:** In this window, you will explain in detail the reason the goal was denied. This text will appear as a comment on your employee’s goals page.

12) **Click** Deny.

13) After you approve or deny each the goal, you will be redirected back to the **Pending Goals** page. Repeat steps 1-7 (or 12) for each goal on this screen. Employees will receive notification that the goal was denied and to see their manager for more information.
HOW TO CHECK-IN AND UPDATE PROGRESS ON EMPLOYEE GOALS

1) From the home page, navigate to the Goals page.

2) Click the “Team Goals” tab.

Team Goals Page: This page will display all the goals for the employees under your direct supervision.

3) Click “>” to expand the employee’s goals.
4) **Click** “>” to expand the view of each goal.
5) **Click** “Add Comment” to comment on your employee’s progress.
6) Type your comments in the comment box and **click** “Add.”

7) Repeat this process for all goals that require progress updates.
HOW TO EDIT OR CANCEL AN APPROVED SMART GOAL

1) From the home page, navigate to the Goals page.

2) Click the “Team Goals” tab.

Team Goals Page: This page will display all the goals for the employees under your direct supervision.

3) Click “>” to expand the employee’s goals.
4) Click ▼ to expand the view of each goal.

5) Click “Edit” to edit the selected goal. Click “Cancel” to cancel the selected goal. **NOTE:** Approved goals cannot be deleted, but cancelled goals will no longer appear on the goals page.

(More instructions on next page.)
Edit Goals Page: From this page you can make any necessary edits to the selected SMART goal. **NOTE:** Any manager edits to a goal should also include a conversation with your employee about the changes.

6) Make any necessary edits and **click** “Submit.”