# Talent@VCU

VCU employee’s home for learning, performance management, and career development.

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WHAT is Talent@VCU?
• New online “Talent Management” system that employees will use for performance reviews, compliance training and career development.

WHO will use Talent@VCU for performance management?
• Classified Staff
• All future University & Academic Professionals
• T&R Faculty who manage Classified Staff and University & Academic Professionals

WHEN will I start using Talent@VCU?
• Performance Management
  • SMART Goals – October-December 2017
  • Annual Reviews – Fall 2018
• Learning Management:
  • Compliance Training – November-December 2017
TALENT@VCU: GOALS

Talent @ VCU

Responsibilities and Expectations

For Employees:
1. Complete performance management tasks (goals and self review) by the deadline.
2. Complete assigned trainings by the deadline.
3. Use Talent@VCU to document manager-employee feedback conversations and progress toward the goals throughout the year. **NOTE:** Talent@VCU is not a replacement for in-person conversations between the manager and employee. It is a tool to document the content of the conversations. This includes: achievements, opportunities for growth/improvement and future action steps.

For Managers:
1. Complete performance management tasks for yourself and your employees by the deadline.
2. Use Talent@VCU to document manager-employee feedback conversations and goal progress throughout the year. **NOTE:** Talent@VCU is not a replacement for in-person conversations between the manager and employee. It is a tool to document the content of the conversations. This includes: achievements, opportunities for growth/improvement and future action steps.
3. Promptly approve employee training requests.
4. Share changes in the manager/employee reporting structure to the HR Professional/Consultant immediately so that changes can be made in Banner.

For HR Professionals/Consultants
1. Stay current with new Talent@VCU functionality.
2. Provide guidance to managers and employees to ensure performance management tasks are completed by the deadlines.
3. Provide Talent@VCU technical support to managers and employees.
Process to enter SMART Goals: An Overview

**Step 1:** Employee and Manager meet to discuss and decide on SMART goals for the upcoming performance cycle.

**Step 2:** Employee enters SMART goals in Talent@VCU. They should reflect the conversation in step 1. No surprises!

**Step 3:** Manager approves the SMART goals.
Help Resources

- Talent@VCU Instructional Materials
- Online Help
- Your Human Resources Professional/Consultant
- VCU IT Service Desk
  https://servicedesk.vcu.edu/
  select Talent@VCU
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
The **Home, Learning, and Performance** tabs allow you to navigate to different pages in Talent@VCU.

- **NOTE:** please hover your cursor over the tabs and then click one of the options from the dropdown menu to navigate to that page.

**My Action Items, My Inbox, and My Transcript** notify you of upcoming performance and learning-related events and tasks.

**The Competencies Overview** is where you can find the University’s Core and Leadership Competencies.

To navigate back to the home page, click 🏛️ VCU 🏛️
HOW TO CREATE A NEW SMART GOAL

1) Navigate to the Goals page by hovering over the Performance tab and clicking on Goals.

My Goals Page: On this page you will create, manage, and update your performance goals.

2) Click the create button.
Create Goals Page

3) Fill out all the fields on this screen to enter your SMART goal into Talent@VCU.

Please create your performance goals based on discussions between you and your manager.

All fields marked "*" are required

- **Title**: Application Processing Teacher Preparation Programs
- **Description**: Process all applications received for admission to teacher preparation programs accurately and within the timeline established by the dean’s office to facilitate timely decision making and notification of admission to all applicants to enable students to successfully progress through their School of Education experience.
- **Start Date**: 9/1/2017
- **Due Date**: 8/31/2018
- **Weight**: 33

**NOTE** If Title, Due Date, and Weight are left blank, you cannot submit your goal for approval.

**Title**: Create a succinct title to easily identify your goal.

**Start Date and Due Date**: 9/1/2017 and 8/31/2018

**Weight**: Type value between 1 and 100

**Description**: This is the field where you will write out the complete text of the SMART goal decided upon between you and your manager.
Tasks: specific actions you and your manager have mapped out to achieve your goal.

- Weight of all component tasks in a goal must equal 100%
- When a goal has tasks, the overall progress for that goal is generated by the progress made on the component tasks.

Attachments: Documents that support the parameters of your goal or provide information to update your goal.

- **Note:** If you copy any text from another document into the Title or Description fields, images may be added as attachments to your goals. **Delete them.**

4) After you have finished entering your SMART goal you have two options:

1 – If your goal is finalized and ready to be published, **click “Submit.”**

2 – If you need to work on your goal further, **click “Save as Draft”** and all the information you have entered will be saved and available to edit further and finalize the next time you log-in.

**NOTE:** In order for your goal to be sent to be published and available for your manager to see and approve, you MUST **click “Submit”** first.

5) Please repeat steps 1-4 for each goal SMART goal created during your goal setting conversation.

6) Once you have published all SMART Goals, please go back and double check each one for content, clarity, and accuracy.

- Spellcheck
- Proofread titles, descriptions, tasks
- Make sure all weights add up to 100% (across goals and for component tasks)
After all your SMART goals have been double-checked for accuracy and published by clicking the “submit” button for each one, they are now ready to send to your manager for approval.

1) Click “Send Approval Request”
2) Click “Submit”
1) Navigate to Goals Page.
2) Expand goal by clicking on the > button.
3) Comment on the goal by entering text into the comment box and **click** “Add”.

4) To update progress on a **task**, enter a number between 1 and 100 in the Progress Box.

5) To finalize updates, **click** “Close”.

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**Application Processing Teacher Preparation Programs**

**Description:**
Process all applications received for admission to teacher preparation programs accurately and within the timeline established by the dean's office to facilitate timely decision making and notification of admission to all.

**Due Date:** 9/31/2018
**Weight:** 33%

**Tasks**

**Description:**
Update application processing procedures and workflow.

**Start Date:** 9/1/2017
**Due Date:** 10/20/2018
**Weight:** 100%

**Progress:** 50%

**Attachments**

- 2017-18 Teacher Preparation Program Application.docx
- Choose File
- Upload up to 3 attachments. Max 10 mb

**Comments**

I met with my Manager on 11/15 to discuss process improvement and we decided that interns should start reviewing applications for completeness within 48 hours of receipt.
6) To update progress on a goal without tasks, use the slider bar to indicate the percentage complete.