Talent Management: Approve Goals

At the beginning of the performance cycle, or, upon hire the employee will write goals. Goals are then routed to the manager’s Workday inbox for approval.

Approve Goals

A task titled Manager Goals: Employee Name will populate the inbox.

1. If all goals are acceptable, click the Approve button.
   - The goals will next appear on the mid-year Touchpoint Alignment review document and finally on the Year-end Performance Appraisal.
   - The goals will no longer be editable by the manager.
   - If the employee updates the goals, the manager will receive an inbox task to approve and can make edits at that point.

2. If goals require further details or refinement, click the Send Back button. A reason for sending back must be included before clicking the Submit button and returning the task to the employee.

3. Do not select the Deny if the employee will be asked to rewrite goals. Deny deletes the employee’s work.

4. The Cancel button will simply close the task. It does not affect the goals.