

# How Do I Approve an Employee's Goal?

Log onto the Shark Talent system;

From the Welcome Page, on the left side of the page, locate the Actions Needed box; click on the link Approve Goals:



On the Pending Goals page, click on the link Approve/Deny to view the goal details:



On the Edit Goals page, edits can be made to change the goal weight, goal alignment, or update the goal Start Date and Due Date. After reviewing the goal information, at the bottom right of the screen, click the button Approve.

## Edit Goals

Wizard Options

Enter details for the goal you are creating, or use the SMART Wizard to help create your goal.

**Title \***  
Training Goal 2

**Description \***  
Complete new class for XXXX on xx/xx/xxxx

**Alignment**  
This Goals is not currently aligned  
Align Goals

**Start Date** 3/1/2016 **Due Date \*** 6/30/2016 **Weight \*** 50.00

**Tasks and Targets**  
Add Tasks or Targets

**Attachments**  
Choose File  
Upload up to 3 attachments. Maximum upload 1mb

**Visibility**  
 Allow other users to see and align with this Goals.

**Comments**  
Add Comment

Cancel Deny Approve Approve

To deny the goal and send it back to the employee for revision or cancellation, click the button Deny, and in the popup box, provide a reason why the goal not being approved and click the button Deny.

## Deny Request

Deny Request

Please update the goal to be in SMART format, then resubmit for approval

Cancel Deny Deny