Approve Employee Goals

1. Approve goal plan via email notification without reviewing goals

2. OR, Click on the Team Talent tab and select 'Performance Overview'

3. Click the link under 'Performance Goals'

4. Click 'See details.'

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5. Review goal(s) click 'Approve' or 'Reject'

6. Enter comments and/or attachments if necessary
7. Click 'Submit'

8. Click the back arrow

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9. Performance Goals are updated