How to Approve Goals
This guide is the print companion to the video tutorial, “How to Approve Goals.” Additional instructional content for the Annual Performance Evaluation Process is available on the Annual Performance Evaluation webpage of the Human Resources website.

If you have other questions, please contact the Office of Human Resources via e-mail at humanresources@furman.edu.
In this supervisor presentation, we will provide instruction on how to approve goals submitted by your direct reports or for your direct reports.

As a supervisor, you can approve individual goals for your direct reports that were written by your direct report, your supervisor, or a VP, manager, or unit head within your line of supervision.

Goals awaiting your approval will be in your Workday Inbox on your homepage. Click on “Manage Goals: Staff Member.”
Click on the goal to be approved.

Review the individual goal. Unless the VP, unit head, manager or supervisor references in the Goal box that it is authored by a divisional leader, you won’t be able to discern if it was written by the direct report or someone in leadership.

Click the expand icon to expand the Review Goals screen.
In the status box, mark the goal as "Incomplete" so that it will roll over into the performance evaluation when you execute Step 2: Start Performance Review, at the end of the evaluation year. Click "Approve."

Click "Done." You have successfully approved a goal for your direct report. Click "Done."

Thank you for reading. If you have questions, please send an e-mail to humanresources@furman.edu.