

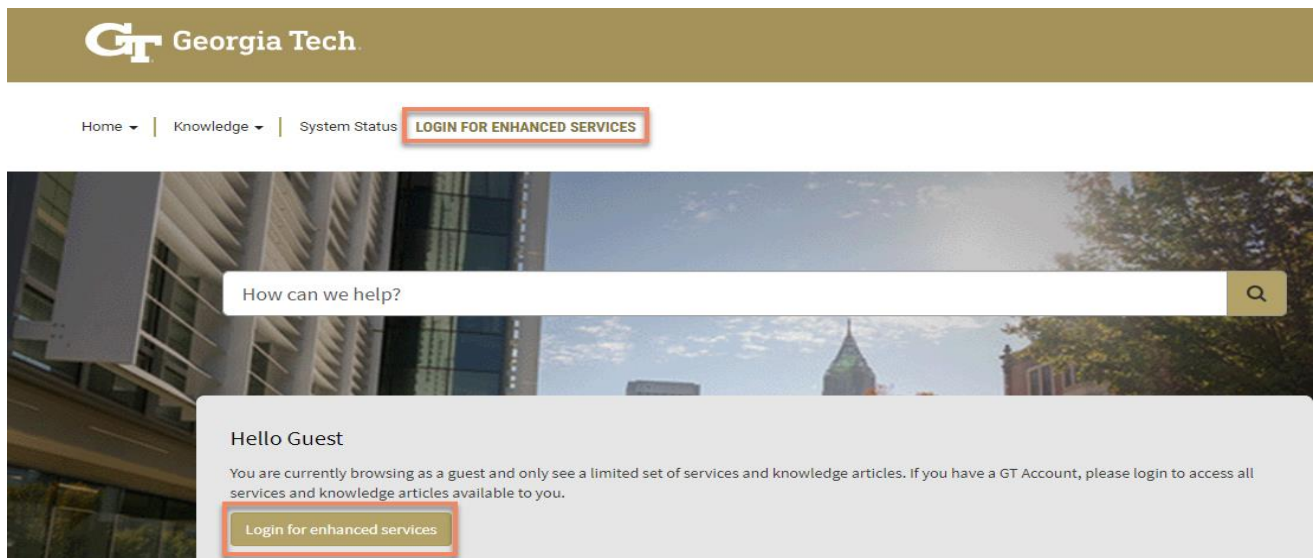
How to Review and Approve Submitted Goals

Reviewing and approving the goals submitted by your direct reports can only be done during the goal-setting period.

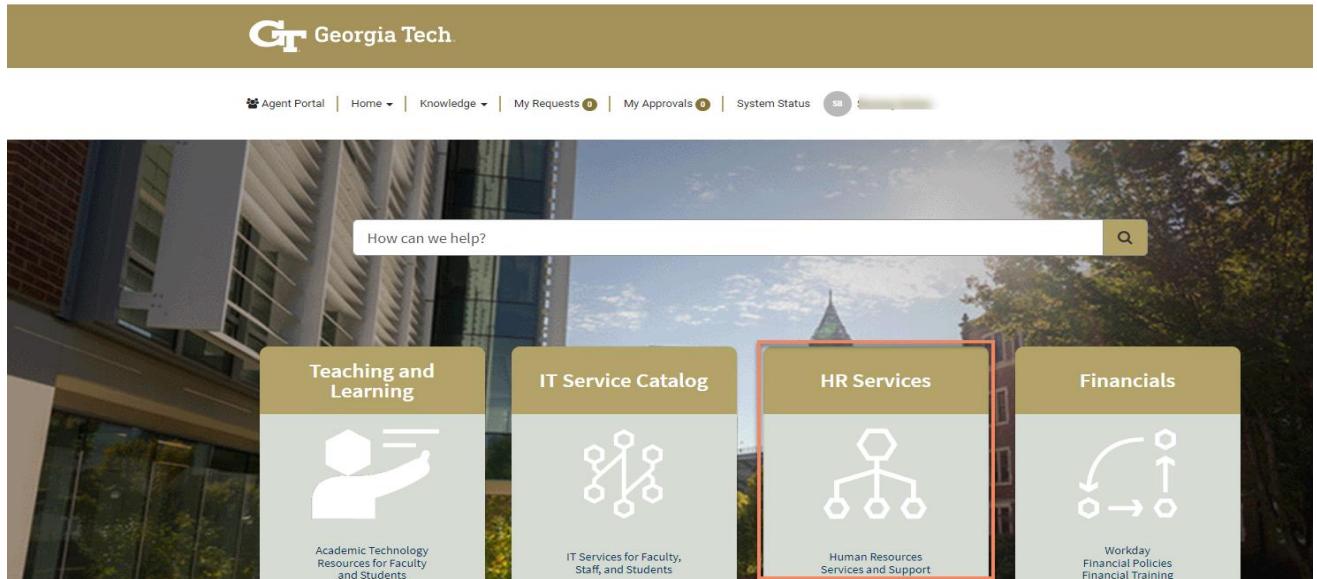
Step 1: Navigate to asc.gatech.edu

Step 2: Click on the **Login for Enhanced Services** button.

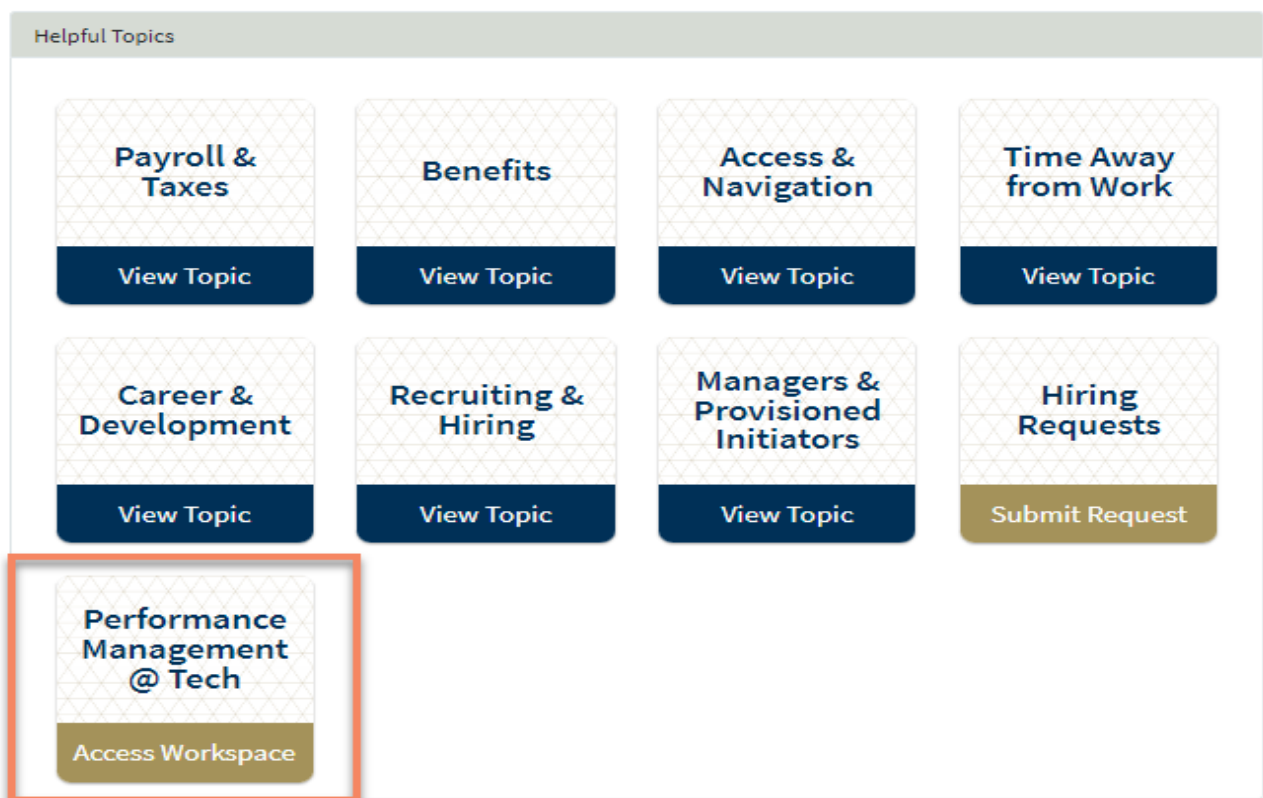
Step 3: Log in with your GT single sign-on (SSO) credentials.



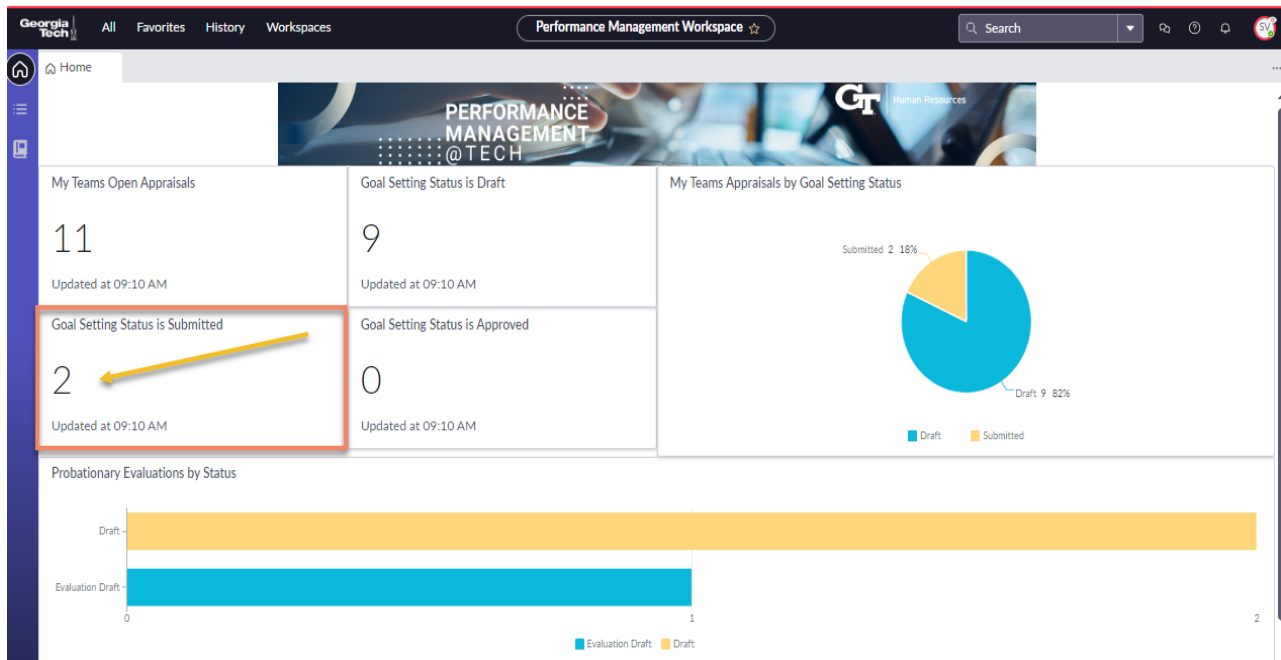
Step 4: Click on the **HR Services** tile.



Step 5: Click on the **Performance Management@Tech** tile.



Step 6: Click on the number in the **Goal Setting Status is Submitted** field.



Step 7: Goals submitted by your direct reports will be displayed below. Click on the appraisal record number **GTPMXXXXX** to open the record.

Georgia Tech | All Favorites History Workspaces | Performance Management Workspace

Home | Goal Setting Stat... x

Goal Setting Status is Submitted 2

Last refreshed just now.

Number	Appraisal Period	Employee	Goal Setting Status	Self Assessment
GTPM000	2024 Performance Period	Jeffrey Serv...	Submitted	
GTPM000	2024 Performance Period	Leo	Submitted	

Step 8: Click on the **Performance Goals** tab to review the submitted goals.

Georgia Tech | All Favorites History Workspaces | Performance Management Workspace

Home | Goal Setting Stat... x | GTPM00C x

Details

GTPM00C

State Assigned to

Goal Setting Period S

Details Performance Goals (4)

Performance Appraisal

Number: GTPM00C Active

Employee: [Redacted] (OIT- Office of the CIO) Appraisal Period: 2024 Performance Period

Position: 30002392: VP-IT & CIO State: Goal Setting Period

Manager: [Redacted] Admin & Finance, Exec VF Goal Setting Status: Submitted

Department: OIT- Office of the CIO Goals Approved Date/Time: —

Assigned to: Shantay Bolton (Admin & Finance, Exec VF) Self Assessment Status: Select one

Compose

Type your Comments here

Everyone can see this comment Post Comments

Activity

System Sent Email • 05/02/2024 09:08 AM

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Attachments

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Browse

Step 9: Details about the goals will be displayed below. Click on the Goal Description link to open each goal.

Details

GTPM000

State Assigned to

Goal Setting Period

Details Performance Goals (5)

Performance Goals 5

Last refreshed just now.

Goal Description

Goal Type Goal Display Order Additional Comments Self Assessment Comments

Values-Based	1		
Values-Based	2		
Career Development	3		
Career Development	4		
Leadership Development	5		

Attachments

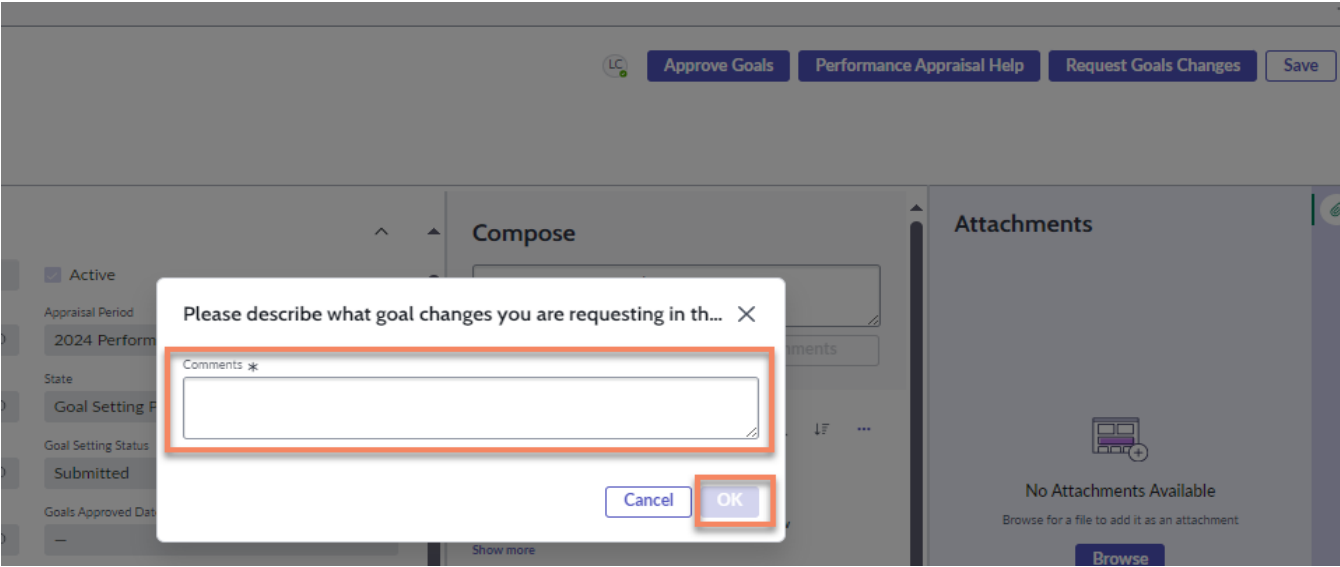
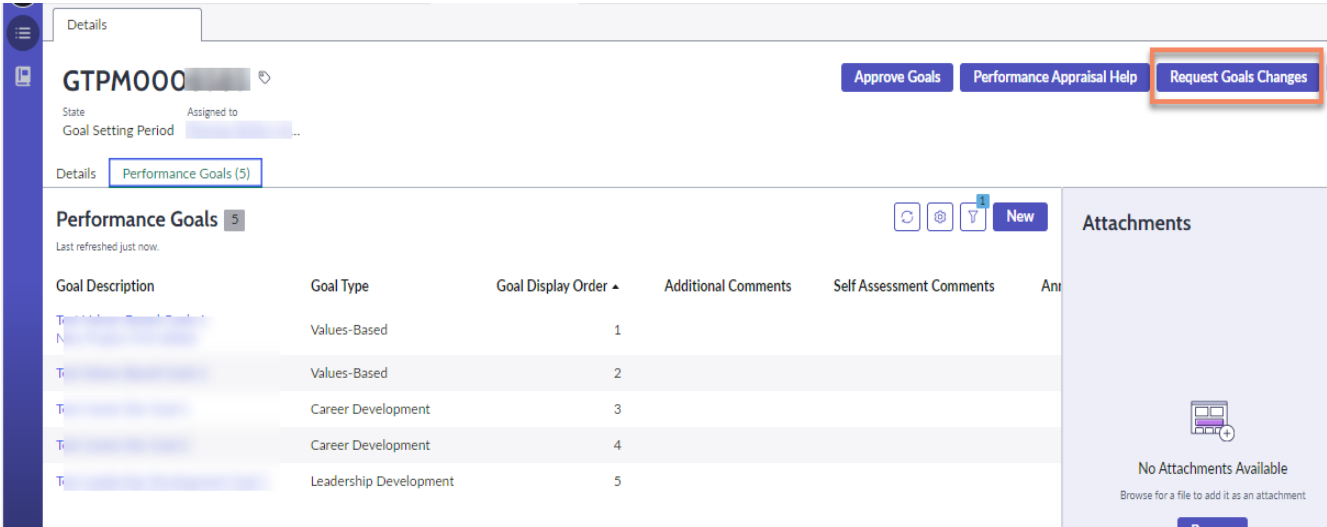
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Step 10: Once you've completed the review, proceed with one of the two options listed below:

- **Option 1:** Click the **Request Goals Changes** button if an update is required on a submitted goal-setting record. This action will return the goal-setting record to the employee for updates.

You will be prompted to enter a comment. Enter your comment and click **OK**. Requesting goal changes will push the record back to the employee for updates.



- **Option 2:** If you are satisfied with the submitted goals, click on the **Approve Goals** button. This action will update the status of the record to **Approved**.

Details

GTPM000

State Assigned to

Goal Setting Period

Details Performance Goals (5)

Performance Goals 5

Last refreshed just now.

Goal Description	Goal Type	Goal Display Order	Additional Comments	Self Assessment Comments	Annotations
Ti [redacted]	Values-Based	1			
Ti [redacted]	Values-Based	2			
Ti [redacted]	Career Development	3			
Ti [redacted]	Career Development	4			
Ti [redacted]	Leadership Development	5			

Attachments

No Attachments Available

Browse for a file to add it as an attachment

Goal-Setting Statuses and Meanings:

Draft: Status of the record when the goal-setting period begins and before the goals are submitted to the supervisor.

When a goal-setting record is created, the initial status of the record is **Draft**. The employee can only enter goals during the goal-setting period.

The employee must enter a minimum of two values-based goals and one career development goal before they can submit the goals to the supervisor. In addition to the goals direct reports are required to submit, people leaders are required to enter a minimum of one leadership development goal.

Submitted: Record status after the employee submits the goals to the supervisor for review and approval and before the supervisor approves the goal-setting record.

The employee clicks the **Submit Goals to Supervisor** button. This action will update the status of the record to **Submitted**.

Employees cannot modify or add new goals when the record status is **Submitted**.

The supervisor shall click the **Request Goals Changes** button if an update is required on a submitted goal-setting record. This action will return the goal-setting record to the employee for updates. This changes the status of the goal-setting record back to **Draft**.

The supervisor can approve the goals by clicking on the **Approve Goals** button. The status of the record will be updated to **Approved**.

Approved: Status of the record after the supervisor approves the goals. The supervisor reviews the goals and approves them by clicking on the **Approve Goals** button. This action will update the status of the record to **Approved**.

Draft Amendment: Status of the record after the employee clicks the **Amend Goals** button. The **Amend Goals** button will be available only when the goal-setting record is in an **Approved** or **Approved Amendment** status during the goal-setting period. An employee can make updates when the record is in a **Draft Amendment** status.

The employee clicks on the **Amend Goals** button. This action will update the status of the record to **Draft Amendment**.

Submitted Amendment: Status of the record after the employee submits amended goals to the supervisor.

The supervisor can approve the amended goals by clicking on the **Approve Goals** button. The status of the record will be updated to **Approved Amendment**.

If the supervisor clicks **Request Goals Changes**, the status moves back to **Draft Amendment**.

If an update is required, the supervisor shall click the **Request Goals Changes** button. This action will return the goal-setting record back to the employee for updates. This changes the status of the goal-setting record back to **Draft Amendment**.

The supervisor can approve the amended goals by clicking on the **Approve Goals** button. The status of the record will be updated to **Approved Amendment**.

Approved Amendment: Status of the record after the supervisor approves the amended goals. Supervisor clicks the **Approve Goals** button.