

# Review and Approve Goals

You will be able to review your team's goals and approve, send back or deny the goal.

## Reviewing Submitted Goals

1. Select the task called **Manage Goals: Employee Name** in your Workday inbox.
2. After reviewing the goal, you have 3 options: **Approve**, **Send Back**, or **Deny**.

The screenshot displays the 'Edit Goal' form in Workday. On the left, a sidebar shows '1 Item' with 'Volunteer more' listed as 'In Progress'. The main form includes the following fields:

- Goal:** Volunteer more
- Description:** This year, my goal is to volunteer 50 hours.
- Category:** (empty)
- Status:** In Progress
- Due Date:** 12/31/2023
- Associated Reviews:** (empty)
- Track By:** Unit
- Unit:** Each
- Target Number of Units:** 50
- Actual Number of Units:** 0

At the bottom of the form, there are four buttons: **Approve** (highlighted in blue), **Send Back**, **Deny**, and **Cancel**.

- Approve** – When the manager approved the goal, it will be routed to the Manager's Manger for final review and approval. Once the goal has been approved, it will be sent back to the employee for updating as needed for final performance review.
- Send Back** – You will be able to select who the goal is sent back to and you will need to add a reason to let the employee know what needs to be corrected.
- Deny** – You will need to add a reason why the goal is being denied.