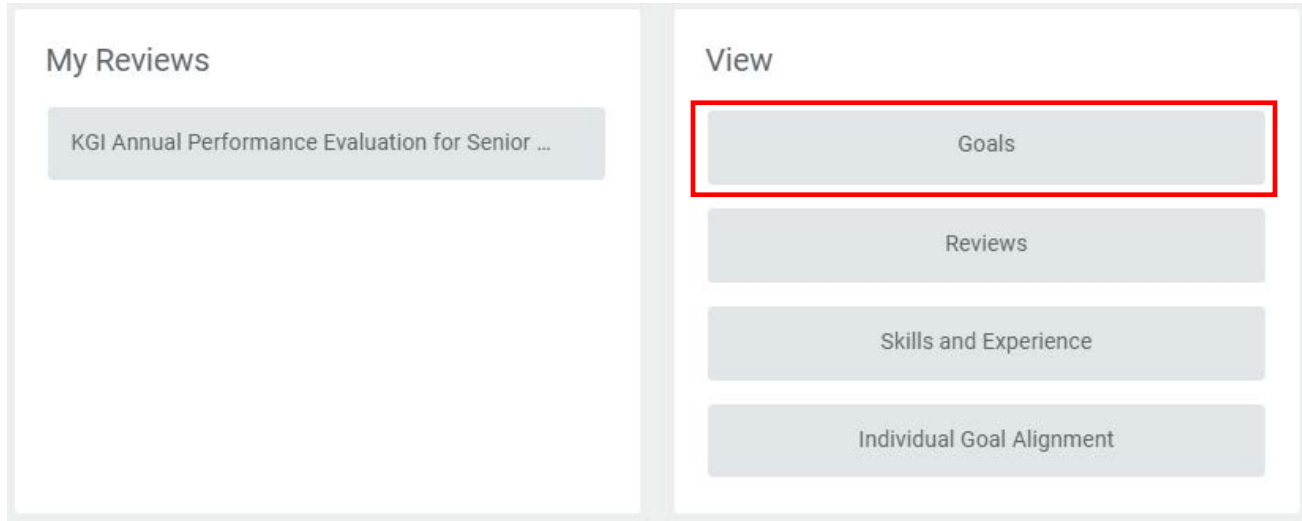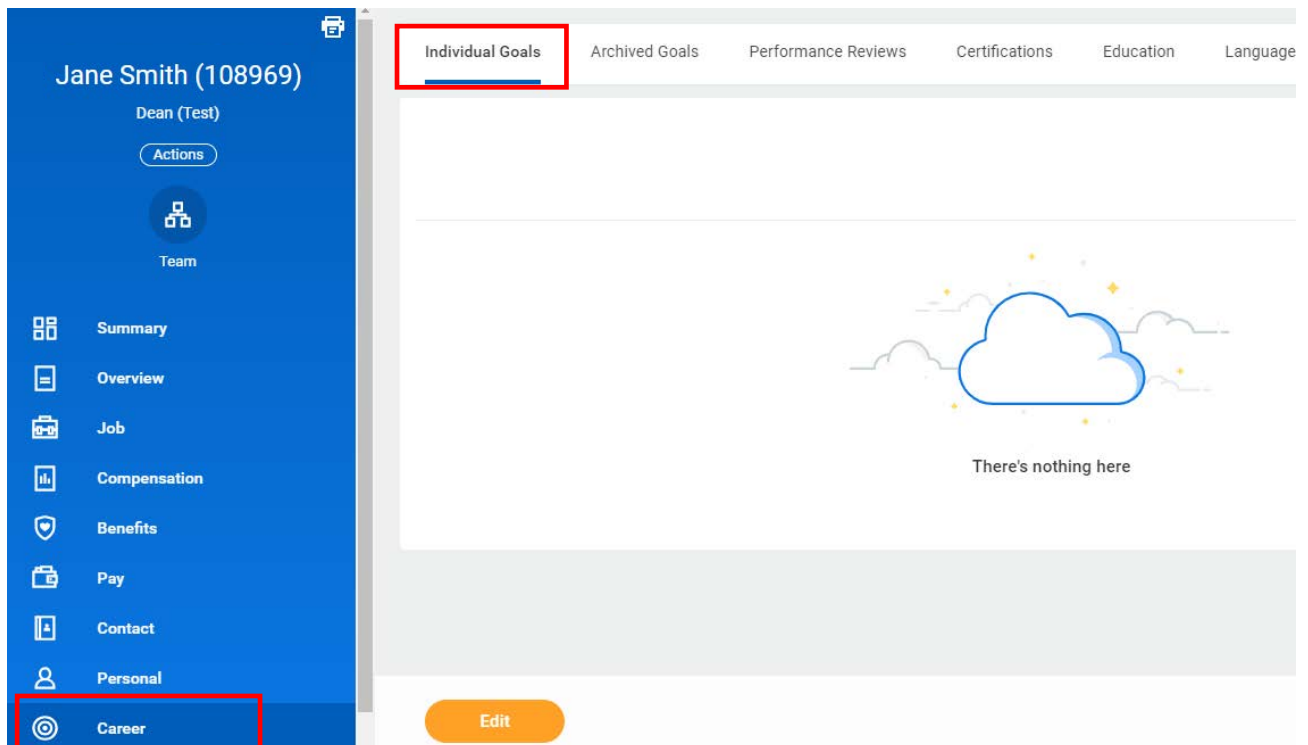There are two ways to access Goals in order to view, change, or create goals in Workday:

1. From the homepage, click on the Performance icon located in Applications. When the application opens, click on Goals:

2. Or from your profile, go to Career >> Individual Goals:

CREATING A GOAL

1. To create a Goal, click on Edit, then Add. Under Goal, enter a name to the goal. A brief description is okay to be entered, as well. A longer description should be entered in the Description area. Under the Category, select the appropriate goal type: KGI Departmental Goals, KGI Individual Goals, or KGI Organizational Goals. You also want to enter a Due Date. The status is not required at this time, but can be utilized to indicate whether a goal is already in progress, or not.

2. If there are different parts to the goal, with different due dates, you can utilize the Milestone section to further break out the goal. (example shown below)

3. Once you are finished entering information, click Submit. The goal will route to your supervisor for approval.

4. Repeat above steps to add all of your goals.

   NOTE: Goals can be created throughout the year, but are required as part of the annual performance review process.

EDITING A GOAL

1. To edit a goal, go to the Goals section via your profile or the Performance application. Click on Individual Goals, then Edit.

2. You can edit one goal, or all goals at this time. There are several reasons for editing a goal. This may include a change of deadline, change of description, indicate that the goal has been completed, or to delete the goal, if it is no longer a relevant goal. Once you have made all the edits necessary, click Submit. The edits will route to your supervisor for approval.

VIEWING GOAL DETAILS

You can view goals from the Individual Goals tab (see above), or you can click on the Goal Details Tab. This will give you a summary view of all goals. You can click on a goal to see details for that goal, including history of changes.

Jane Smith (108969) Actions

Individual Goals   **Goal Details**   Archived Goals

4 items

Goal Section		Individual Goals					
		Goal	Description	Goal Category	Status	Due Date	Completed On
Goals		Test Department Goal	Test description	KGI Departmental Goals	In Progress	12/31/2019	
		Test Individual Goal	Test description	KGI Individual Goals	Completed	09/30/2019	05/01/2019
		Test Individual Goal 2	Test description	KGI Individual Goals	Completed	03/14/2019	03/14/2019
		Test Organizational Goal	Test description Update description	KGI Organizational Goals	In Progress	01/31/2020	