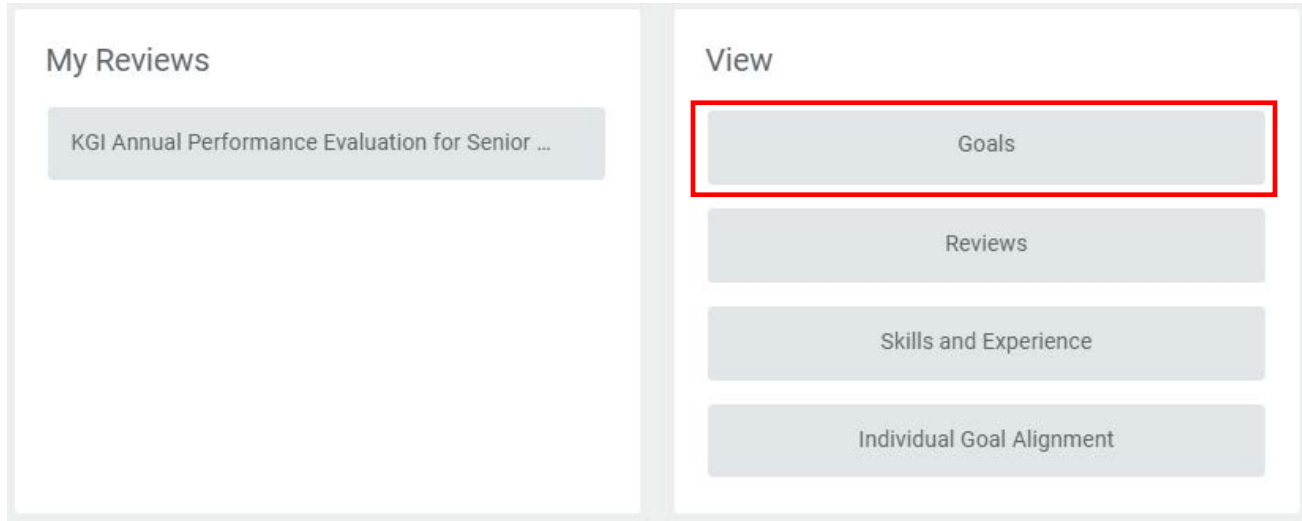
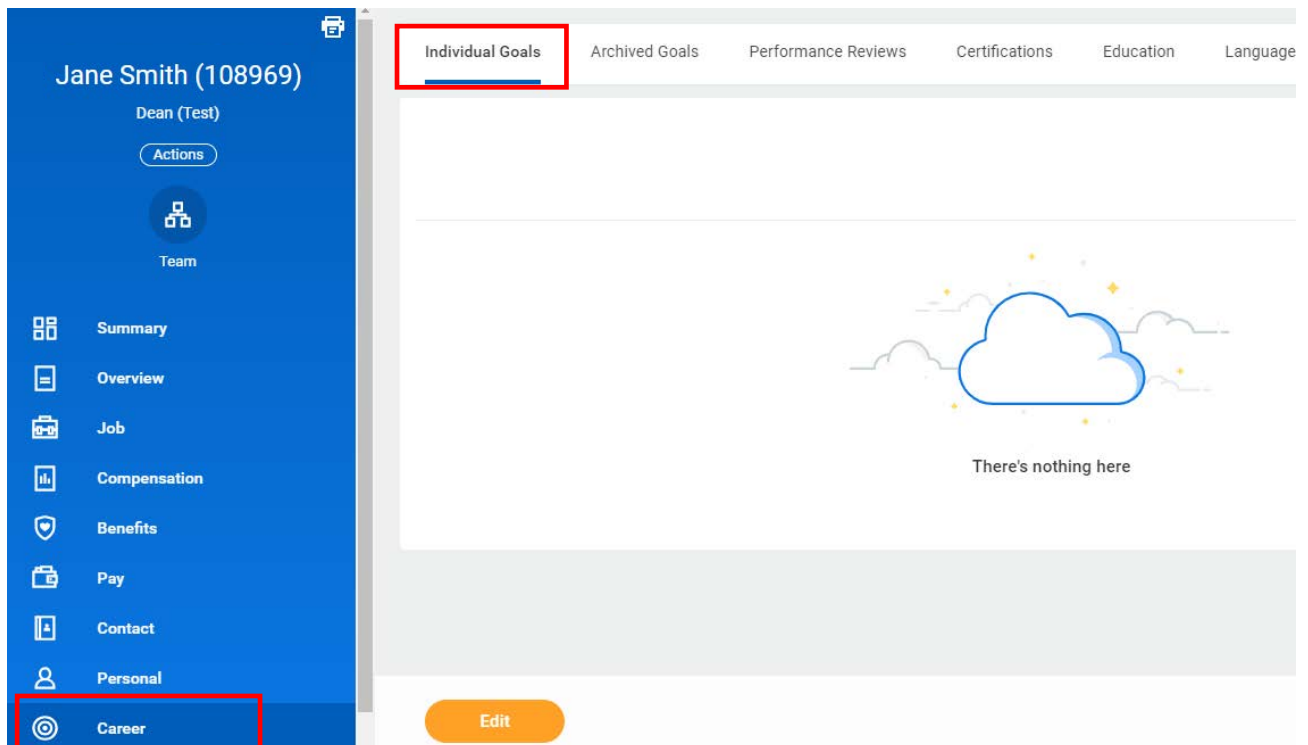


There are two ways to access Goals in order to view, change, or create goals in Workday:

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.

The screenshot shows the 'Add Goal' form. The 'Goal' and 'Description' text areas are highlighted with a red box. The 'Category' dropdown menu is also highlighted with a red box. The 'Status' dropdown menu is labeled 'select one'. The 'Due Date' field, which includes a date picker icon, is highlighted with a red box. The 'Associated Reviews' section shows '(empty)'.

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)

stones 2 items

	*Milestone	Due Date	Status
+			
-	Research different software options.	01 / 03 / 2020	<span>× In Progress</span>
-	Make recommendation to supervisor on which software to select.	03/20/2020	<span>× Not Started</span>

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.

**Jane Smith (108969)** [Actions](#)

**Individual Goals** Goal Details Archived Goals

3 items Sort By: ▾

Test Department Goal In Progress	KGI Depart...
<b>Test Individual Goal</b>	KGI Individu...
Test Organizational Goal	KGI Organiz...

**View Goal**

**Goal** ★ Test Individual Goal

**Description** Test description

**Category** KGI Individual Goals

**Status** (empty)

**Due Date** 09/30/2019

**Associated Reviews** (empty)

**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.

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	