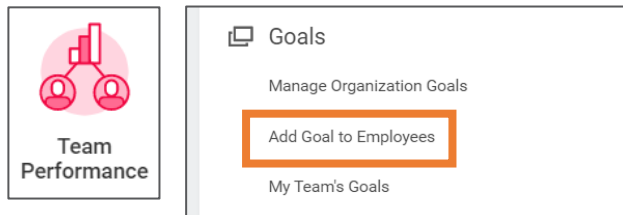


Use this job aid to cascade goals to Team Members. Before completing this task, confirm with your SVP that high-level goals have been entered in Workday so that goals are available to assign to Team Members.

Cascade Goals

From your home screen:

1. Navigate to the **Team Performance** application.
2. In the **Goals** section, select **Add Goals to Employees**.




3. Select **Copy Existing Goal** and select goals to cascade from the options. Multiple goals can be selected.



NOTE: You can select Create New Goal to create a new goal for employees or your team.

From the **Assign To** section:

4. If you want to assign goals to specific Team Members, enter their names in the **Employees** field.
5. If you want to assign goals to all Team Members in an organization, enter the organization name (your name) in the **Organizations** field.
 - If you select organizations, check the **Include Subordinate Organizations** box if you want to cascade goals to your indirect reports.

6. Click **OK**.
 7. The goal details populate and can be modified, as needed. Only fields with a red asterisk * are required to be completed.
 - **Goal:** Title of the goal.
 - **Description:** Description and details of the goal.
 - **Category:** Development Experience or Performance Goal.
 - **Supports:** High-level goal that is supported by the specific goal.
 - **Due Date:** Due date for goal completion
-  NOTE: The due date should align with the annual performance review process unless otherwise stated, or the goal has another specific due date.
8. Click **Submit**.

Next Steps

The Team member receives a notification that the goal has been cascaded to them.