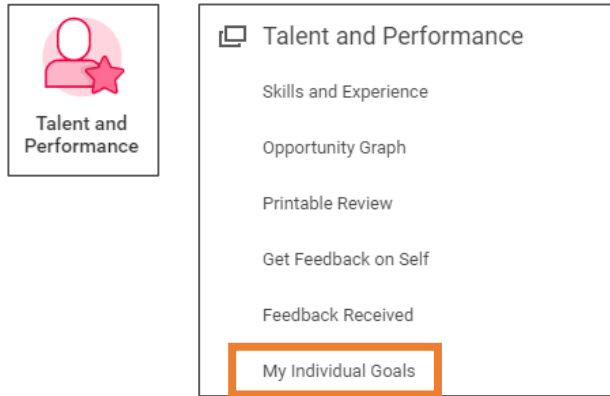


Use this job aid to add and update individual goals in Workday.

Add Individual Goals

From your home screen:

1. Navigate to the **Talent and Performance** application.
2. Select **My Individual Goals** below the Talent and Performance column.



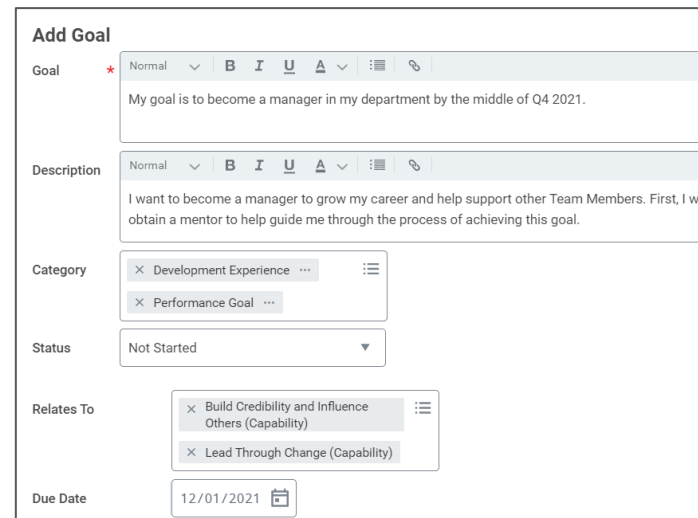
3. Click **Add**.
4. Enter your goal in the **Goal** field. Use complete sentences, and be thorough providing specific, important, and measurable details.
5. In the **Description** field, enter steps you plan to take to achieve your goal and additional details.
6. In the **Category** field, select **Performance Goal**.
7. In the **Status** field, select Not Applicable, Not Started, In Progress, or Completed.
8. In the **Relates To** field, select capabilities the goal relates to. You can select Capabilities by Category or search All Capabilities. Multiple capabilities can be selected.

9. In the **Due Date** field, enter your target goal completion date.
10. Some teams may require Team Members to track goals by measurement or percent for more accurate completion of goals. If this is required for your goal, select Amount, Percent, or Unit in the **Tracked By** field, and enter the appropriate numbers in the fields. Leave blank if not required.
11. Click **Add** at the top left corner of the screen if you wish to add more goals.
12. Click **Submit**.


See Example below:

Update Goals

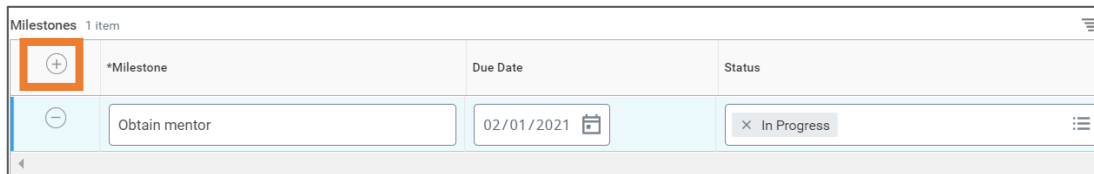
From your Talent and Performance screen:




A screenshot of the "Add Goal" form. The form has several fields: "Goal" (with a red asterisk), "Description", "Category", "Status", "Relates To", and "Due Date". The "Goal" field contains the text "My goal is to become a manager in my department by the middle of Q4 2021." The "Description" field contains "I want to become a manager to grow my career and help support other Team Members. First, I will obtain a mentor to help guide me through the process of achieving this goal." The "Category" field has two selected items: "Development Experience" and "Performance Goal". The "Status" field is set to "Not Started". The "Relates To" field has two selected items: "Build Credibility and Influence Others (Capability)" and "Lead Through Change (Capability)". The "Due Date" field is set to "12/01/2021".

Update Goals (continued)

1. Select **My Individual Goals** below the Talent and Performance column.
2. Select the Goal you would like to edit. You can edit details of the goal, description, category, status, relates to, due date and Track By fields, as applicable.
3. To track your progress, enter details in the **Milestones** field at the bottom of the screen.
 - Click the plus sign icon  to add a row.
 - Enter the milestone below the **Milestone** column.
 - Enter the **Due Date** for the milestone.
 - Select the **Status** of the milestone: Not Applicable, Not Started, In Progress, or Completed.

See example of Milestone documentation below:



Milestones 1 Item			
	*Milestone	Due Date	Status
	Obtain mentor	02/01/2021 	 In Progress 