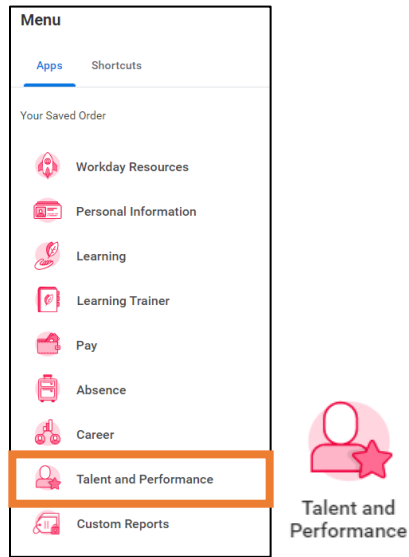


Use this job aid to add, update, and archive individual goals in Workday.

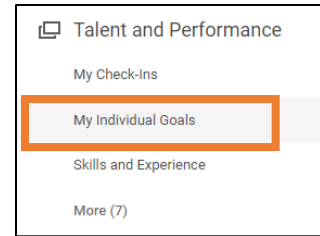
Add Individual Goals

From your home screen:

1. Navigate to the **Talent and Performance** application.




2. Select **My Individual Goals** below the Talent and Performance column.



3. 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.

4. 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.

5. To create a new goal, click **Add**.



- Enter your goal in the **Goal** field. Use complete sentences, and be thorough providing specific, important, and measurable details.

- In the **Description** field, enter the steps you plan to take to achieve your goal and additional details.
- In the **Category** field, select **Performance Goal**.
- In the **Status** field, select Not Applicable, Not Started, In Progress, or Completed.
- 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.
- In the **Due Date** field, enter your target goal completion date.


6. 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.

7. Click **Add** at the top left corner of the screen if you wish to add more goals.

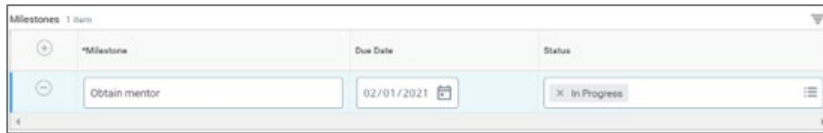
8. Click **Submit**.

Update Goals

From your Talent and Performance screen:

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.

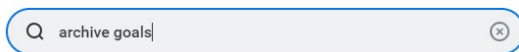
See example of Milestone documentation below:



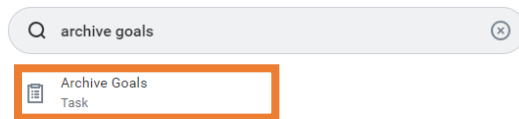
Archive Goals

To archive goals that are **no longer relevant**, from your home screen:

1. Start by typing **“Archive Goals”** in the search box



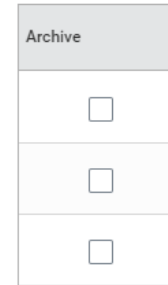
2. Click on **Archive Goals** task



3. Click **OK** in the Archive Goal pop-up:



4. All goals will be displayed. Click the box under “Archive” of the goal you want to archive.



5. Click **OK**.



6. Click **View Details** for the option to archive another goal or return to your individual goal list.