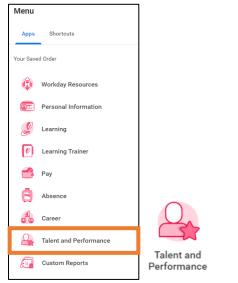
Talent: Manage Goals

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.

I	<u> </u>	Talent and Performance	;
		My Check-Ins	
		My Individual Goals	
		Skills and Experience	
		More (7)	

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.

Talent: Manage Goals

Team Member

- 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

Add Goal	
Goal *	Normal \checkmark B I <u>U</u> <u>A</u> \checkmark $\exists \exists$ ϑ
	My goal is to become a manager in my department by the middle of Q4 2021.
Description	Normal V B I U A V 🗄 🗞
	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.
Category	× Development Experience ··· :Ξ
	× Performance Goal …
Status	Not Started 💌
Relates To	× Build Credibility and Influence Others (Capability) ⋮≡
	× Lead Through Change (Capability)
Due Date	12/01/2021

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.



Talent: Manage Goals

See example of Milestone documentation below:

2em			Ŧ
*Milestone	Due Date	Status	
Obtain mentor	02/01/2021 🔁	× In Progress	:=
	*Milestone	Milestone Due Date	Millentone Due Date Status

Archive Goals

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

1. Start by typing "Archive Goals" in the search box

Q archive goals	(
a dicitive gouis	

2. Click on Archive Goals task

Q	archive goals	0
	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.

Archive

5. Click **OK**.



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