Use this job aid to enter and update goals in the Workday mobile application. Ensure you have discussed your goals with your manager and have aligned on them before entering them.
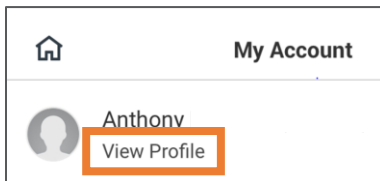
## Add Goals - iOS

From the Workday mobile home screen:

1. Select the profile icon in the top right corner.



2. Click **View Profile**.



3. Click **More** > select **Performance** > **Individual Goals**.
4. Click **Edit** at the bottom of the screen > **Add New.**

Enter Goal Details. A red asterisk ✱ indicates that the field is required. Click **Done** after you enter information in each field to return to the goal

5. In the **Goal** field, enter the details of what the goal entails.
6. In the **Description** field, enter additional details and a description of the goal and why it is relevant and important.
7. In the **Category** field select Performance Goal.
8. In the **Status** field, select Not Applicable, Not Started, In Progress, or Completed.

9. In the **Relates To** field, select from available capabilities. Multiple can be selected.
10. In the **Due Date** field, enter the due date for goal, if applicable.
11. In the **Track By** field, select from Amount, Percent, or Unit. This field is not applicable to all goals and is not required.
12. In the **Milestones** section, click **Add New** to enter milestones if this is a goal you have started working on.
13. Click **Do Another** to add another goal or click **Done** if you are finished entering goals.
14. Click **Submit**.

**See Example below**:

## Add Goals - Android

From the Workday mobile home screen:

1.  Navigate to the menu icon > select your name to view your profile.
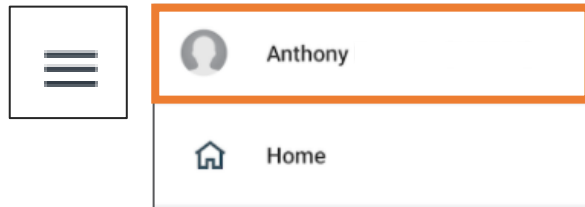


2.  Click **More** > select **Performance** > **Individual Goals**.
3.  Click **Edit** at the bottom of the screen > **Add New.**

Enter Goal Details. A red asterisk ✱ indicates that the field is required. Click **Done** after you enter information in each field to return to the goal

4.  In the **Goal** field, enter the details of what the goal entails.
5.  In the **Description** field, enter additional details and a description of the goal and why it is relevant and important.
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 from available capabilities. Multiple can be selected.
9.  In the **Due Date** field, enter the due date for goal, if applicable.
10. In the **Track By** field, select from Amount, Percent, or Unit. This field is not applicable to all goals and is not required.
11. In the **Milestones** section, click **Add New** to enter milestones if this is a goal you have started working on.

12. Click the blue check mark to save the goal, **Do Another** to add another goal or **Delete** to delete the goal.

**See Example below**