

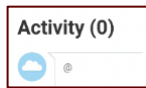


Review, Edit, Add Individual Goals for 2020-21 Annual Performance Cycle

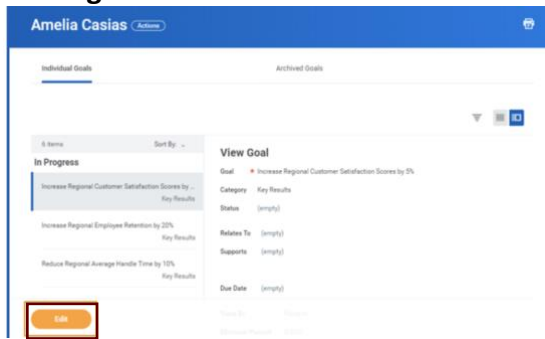
1. Log into Workday
2. In the Search Box  Search :
 - a. **Employee:** Type "My Goals".
 - b. **Supervisor:** Enter employee's name. Then scroll down the left panel and click on Performance  Performance .
3. Click the **Individual Goals** Tab
4. Click on a **Goal** to view
5. From here you may do the following:


- **Comment on a Goal:** scroll to the bottom and click on the comment box 





This will open up another window. You may tag your employee/supervisor by typing @ followed by the name, and then type any updates on the goal. Once done, click on **Post**.

- **EDIT a goal:** click on  and make any changes.



- Once done, scroll to the bottom and click on the comment box  This will open up another

window.  **Tag your supervisor by typing @ followed by the name, and then type a summary of the edits made.** Once done, click on **Post**.

- **ADD a goal:** Click on  and complete each section. Goal, Category, Status and Due Date are required field. Once done, click  .

Note: Any goals added will go to the supervisor for review and approval. If you edit a goal, be sure to use the comment box and tag your supervisor/employee with any changes.