

You can update individual goals to evaluate and track your progress against goal objectives. You may need to add individual goals for annual performance reviews.

UPDATING GOAL STATUS

From the Performance application:



1. Click the **Goals** sub-menu under the **View** section.
2. Select the **Edit** button on the goal you wish to update.

3. Select the status and click **Submit**.

EDITING INDIVIDUAL GOALS

4. Click the **Edit** button on the goal you wish to update.
5. Once you have completed all the changes you wish to make, click on the **Comment** icon box.

6. Tag your supervisor by typing @ followed by the name (i.e. @BuckyBronco), and then type a summary of the edits made. Once done, click on **Post**.
7. Click **Submit**.

ADDING INDIVIDUAL GOALS

8. Click the **Add** button on the top left.

The screenshot shows the 'Create Goal' form in the Workday Performance system. The 'Add' button is highlighted in the top left. The form fields are: Goal (with a red asterisk), Goal objectives, Category, Status, and Due Date. The 'Submit' button is highlighted at the bottom left.

9. Enter a title and a description for the Goal field.

10. Enter the objectives of the goal.

11. Select an appropriate category for your goal.

12. Add a status to indicate the level of completion.

13. Enter a Due Date to indicate when you will complete the goal.

14. Click **Submit**.

15. The new added goal routes back to your manager for review.