



Workday: Add and Edit Goals for Performance Review (Employee)

Overview

This job aid outlines the steps for an Employee to add and edit goals as part of the performance review process in Workday.

Prerequisites:

- None

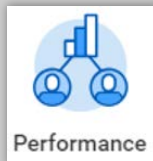
Important Information:

For the goals to show in the evaluation:

- Goals must be approved by the employee's manager
- The goal due date must be between 4/1/2018 and 3/31/2019

Add Goals (Employee):

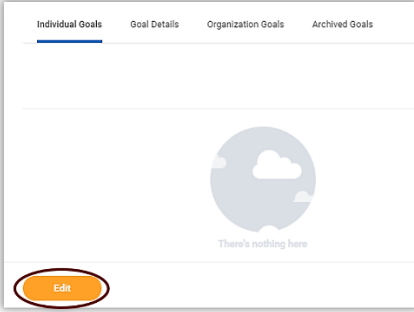
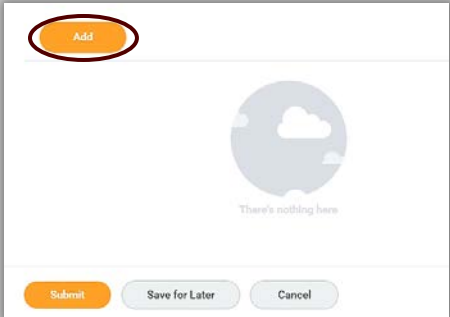
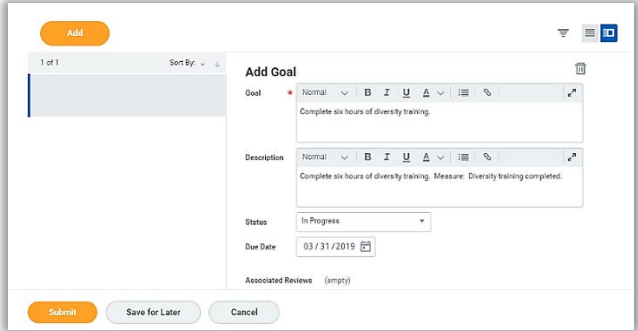
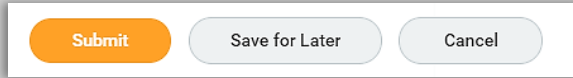
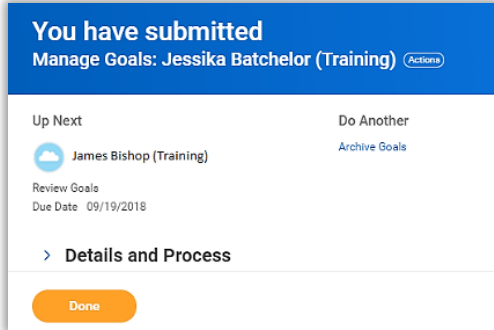
1. From the Workday Home page, click the **Performance** Worklet.



2. Click **Goals** in the View item list.

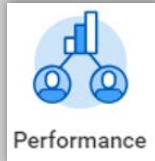


3. Any goals already assigned to you will be displayed; otherwise, you will see the message "There's nothing here".

<p>4. To add a goal, click the Edit button in the lower left corner.</p>	
<p>5. Click the Add button and complete the following fields:</p> <ul style="list-style-type: none"> • Goal • Description • Status (e.g., Discontinued, Not Started, In Progress, Complete) • Due Date 	
<p>6. Click Submit to finish adding the goal, or click Add to add an additional goal.</p> <p><i>Note: Selecting a status of "Complete" will display a Completed On field. Enter the date the goal was completed in this field.</i></p>	
<p>7. Click Submit in the bottom-left corner after adding/editing all goals</p>	
<p>8. Goals will route to the employee's manager for approval</p> <p><i>Note: The Due Date in this screen is assigned by Workday and may not coincide with the due dates set by Texas A&M University for the Performance Management review period.</i></p>	

Edit Goals (Employee):

1. From the Workday Home page, click the **Performance** Worklet.

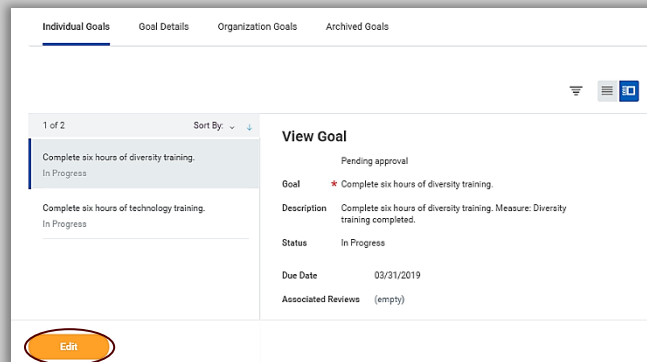


2. Click **Goals** in the View item list.

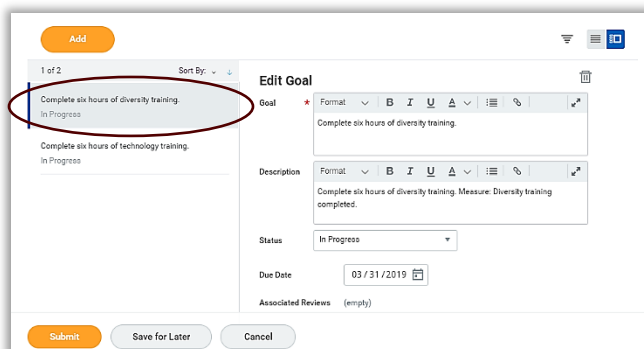


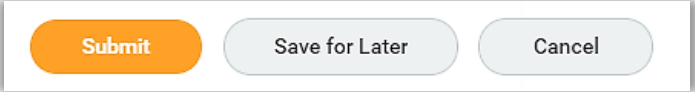
3. Click **Edit** in the bottom left corner.

Note: Goals must be approved by your manager for the Edit feature to be active.



4. Click the desired goal to edit from the list of goals.



<p>5. Make any desired changes to the following fields:</p> <ul style="list-style-type: none"> • Goal • Description • Status • Due Date 	
<p>6. Click Submit in the lower left corner.</p>	
<p>7. Edited goals will route to your supervisor for approval.</p>	