Archive Goals

Employee, Manager, and Talent Analyst Security Role
The contents of this guide is meant for the following security roles:

- Employee
- Manager
- Talent Analyst
Completed Goals display in the Individual goals tab until Archived.

Archiving moves goals from the Individual Goals tab to the Archived Goals tab.

The Employee, Manager, and Talent Analyst security role can archive goals.

Archived goals can be restored back to active status.
Archive Goals

To archive goals, click on the Performance Worklet from the Workday Homepage.

Click **Archive Goals** in the Actions menu.
For **Employees**, verify your name is entered in the Worker selection menu, then click **OK**.

For **Managers** and **Talent Analysts**, use the Worker search to select the employee you wish to archive goals for. Available searches are:
- Search for Value
- My Team
- Workers I Support
- Workers by Manager
- Workers by Supervisory Organization Hierarchy

Note: Your security role controls what results will be available using this search.

Click **OK**.
All non-archived goals will display in the Active goals list. Select the checkbox next to the goal(s) you wish to archive and click OK.
The **Employee** will receive a Review Goals To Do item in their Workday inbox.

Note: This To Do item is informational, and is not required to complete the process.
Selected goals are now archived.
If a goal is accidentally archived, it can be restored to an active goal.

Information on how to restore an archived goal can be found in the Restore Goals job guide.