Restore 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.

Archived goals can be restored back to active status.

The Employee, Manager, and Talent Analyst security role can restore archived goals.
If a goal is accidentally archived, it can be restored to an active goal. The following slides list the steps to restore a goal for an employee.
To restore 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**.
Restore Goals

Archived goals display in the Archived list. Select the checkbox next to the goal(s) you wish to restore and click OK.
The employee receives a Review Goals To Do item in their Workday Inbox.

Click **Done**.
Restored goals will now appear in the Individual Goals tab.
Information on how to archive a goal can be found in the Archive Goals job guide.