

Goal Setting

Process: Action done by: Manager

Visibility: Employee and Manager (and management chain),
HR Admin, HR Talent Admin, HR Partner

Overview:

Employee and Manager can track annual performance goals. These will flow to performance appraisals or can be used stand alone if performance is not in Workday.

Goals MUST be assigned and approved before the Performance Appraisals are launched

Be sure to select “Performance Goal” (Not “Development Goal”)

Manager Creates a Goal for Employee

Employee Profile

Actions

Talent

“View Goals”

“Create Goal”

Enter Goal detail

Goal Details

Goal *

Description

Status

Category *

Due Date *

Status

-
-
-
-
-

Category *

- 2023 Development Goals
- 2023 Performance Goals

Submit Save for Later Cancel

View Goals for Worker

Create Goal for Worker

Individual Goals Archived Goals

There are no individual goals to display.

Employee Reviews and Approves the Goal

Employee Landing
Page/Task List

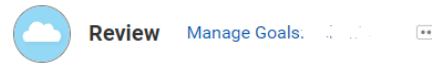
Approve/Send
Back/Deny/Close

Let's Get Started

Awaiting Your Action



Manage Goals:
My Tasks - 2 minute(s)



Created: 10/24/2023 | Effective: 10/24/2023

(Pending approval)

Goal Details Additional Details History

Goal Here is the employee's goal

Description More detail on the goal.

Status Not Started

Category 2023 Performance Goals

Due Date 12/31/2023

Activity (0)

Type "@" to tag someone. Post

Approve

Send Back

Deny

Close

Manager May Edit Goal

Select Employee

Select Performance

Edit Goal

Actions

Phone Email Team

Summary

Job

Compensation

Absence

Performance

Career

Goals Competencies Feedback Received Feedback Given Performance Reviews

Create Goal for Worker

Individual Goals Archived Goals

2023 Performance Goals

NOT STARTED

Here is the employee's goal

Due Date 12/31/2023

Edit Goal

You have submitted

Up Next: Approval by Employee As Self

View Details

Individual Goals Archived Goals

2023 Performance Goals

NOT STARTED

Here is the employee's goal

Due Date 12/30/2023

Locked Approval pending

View Goal

Employee Reviews the Edited Goal