

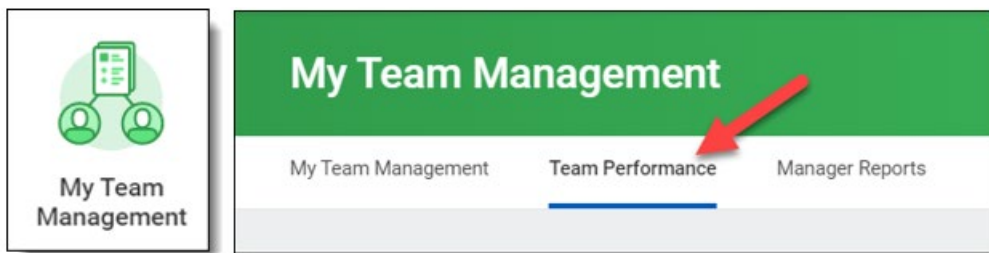
## Add Goals for an Employee

On a yearly basis, you should meet with your employees to identify the goals they will be working on for the year. Once those are agreed on, then you or your employee will need to enter those goals in Workday. Your employees can add milestones and edit their progress for each goal. Each goal needs to be tied to one or more of the [enterprise manager competencies](#).

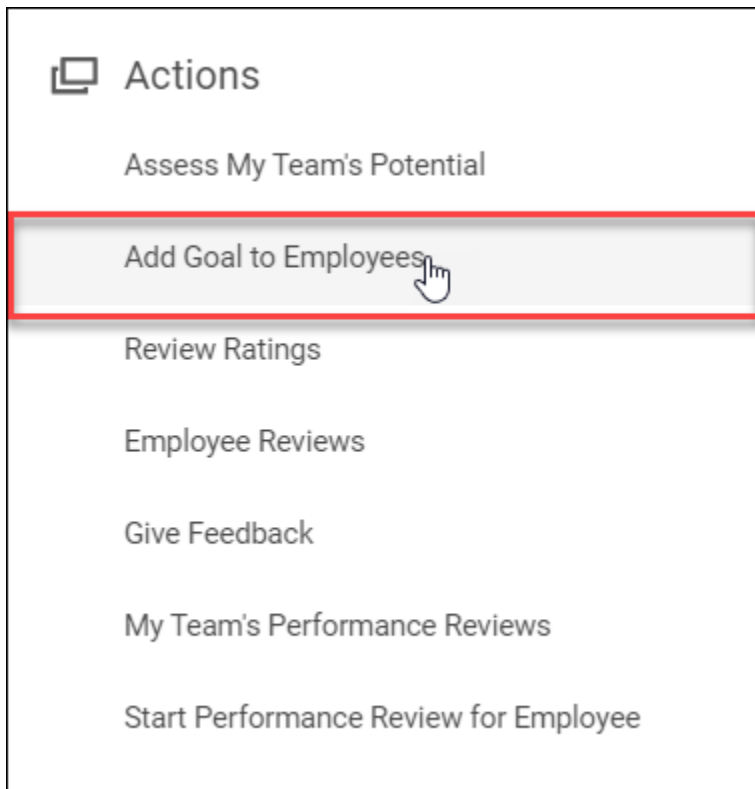
Here is information on writing [SMART goals](#).

This section will walk you step by step on how to create goals for an employee.

**Step 1:** On the *Home Screen*, click the **My Team Management** worklet, then click on the Team Performance tab.



**Step 2:** From the *Actions* menu, click **Add Goal to Employees**.





**Note:** Any section with three dots and lines (menu prompt) has a drop down with a list of available options.

Step 3: In the pop-up, select if you are creating a new goal or copying an existing goal and what employee(s) you are assign the goal to. Click 'OK'.

**Add Goal to Employees**

Create New Goal

Copy Existing Goal

**Assign To**

Employees

Organizations

OK Cancel

Step 4: In the *Goal* field, enter in a SMART goal statement describing what is to be achieved.

Goal \*

Normal B I U A

Increase skill level from intermediate to proficient in analyzing program data, drawing conclusions, and making appropriate improvements.

Step 5: In the *Description* field, describe the measures that will be used to determine if the employee achieved the goal.

Description

Normal B *I* U A ☰ ↕

[🔗](#)

This goal relates to the business acumen competency. In order to measure achievement of this goal the employee will be able to analyze the records processing data and determine if the records are being processed accurately and timely within the established metrics as defined in policy and implement improvements if those metrics are not being met.

Step 6: In the *Category* field select the category for what type of goal it is from the menu prompt.


Category

search ☰

Developmental Goals

Performance Goals

Team Goals

	<ul style="list-style-type: none"> <li>Performance goal setting looks at the performance expectations that are a core function of the position.</li> <li>Developmental goal setting looks at performance that is <i>beyond</i> the regular and routine job duties, but they are still within the scope of the employee’s classification.</li> <li><b>NOTE:</b> <i>If an employee is not meeting any of the performance expectations, the manager should identify performance goals first and if the employee has any additional capacity they can identify developmental goals.</i></li> </ul>
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Step 7: In the *Due Date* field, select the date for when the goal needs to be achieved.

Due Date  

Step 8: Leave the checkmark in the Editable box so you can update it later if needed.

Editable

Step 9: When you are done creating the goal click **Submit**. The employee will receive a notification of the goal being assigned.

Step 10: You will receive a confirmation the goal has been submitted.