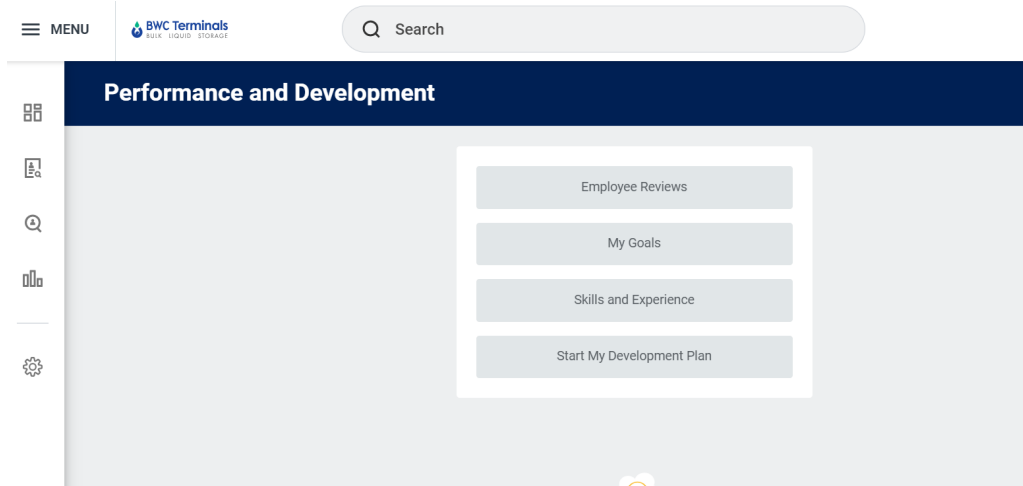


Your goals will be stored and tracked in Workday.

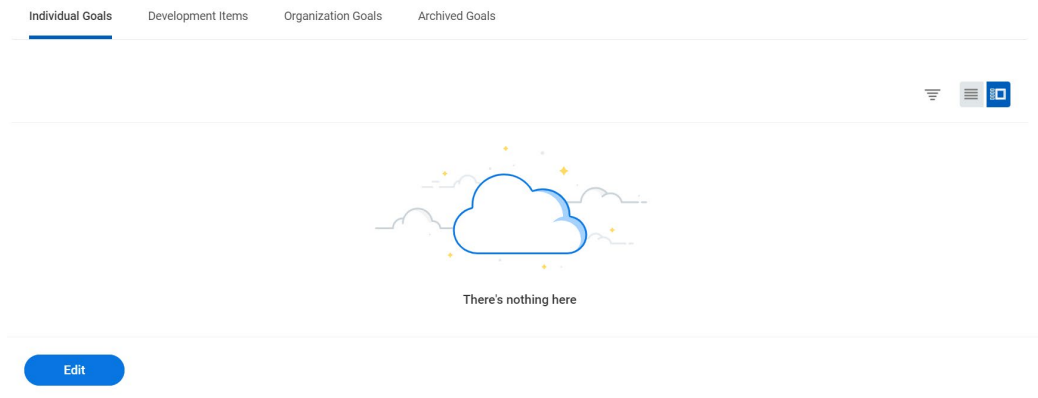
Adding Goals

From the Performance and Development application:

1. Select **My Goals**.

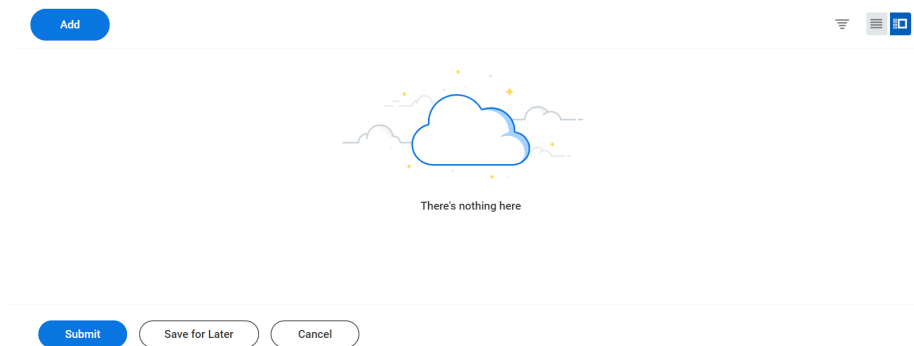


2. Select **Edit**.



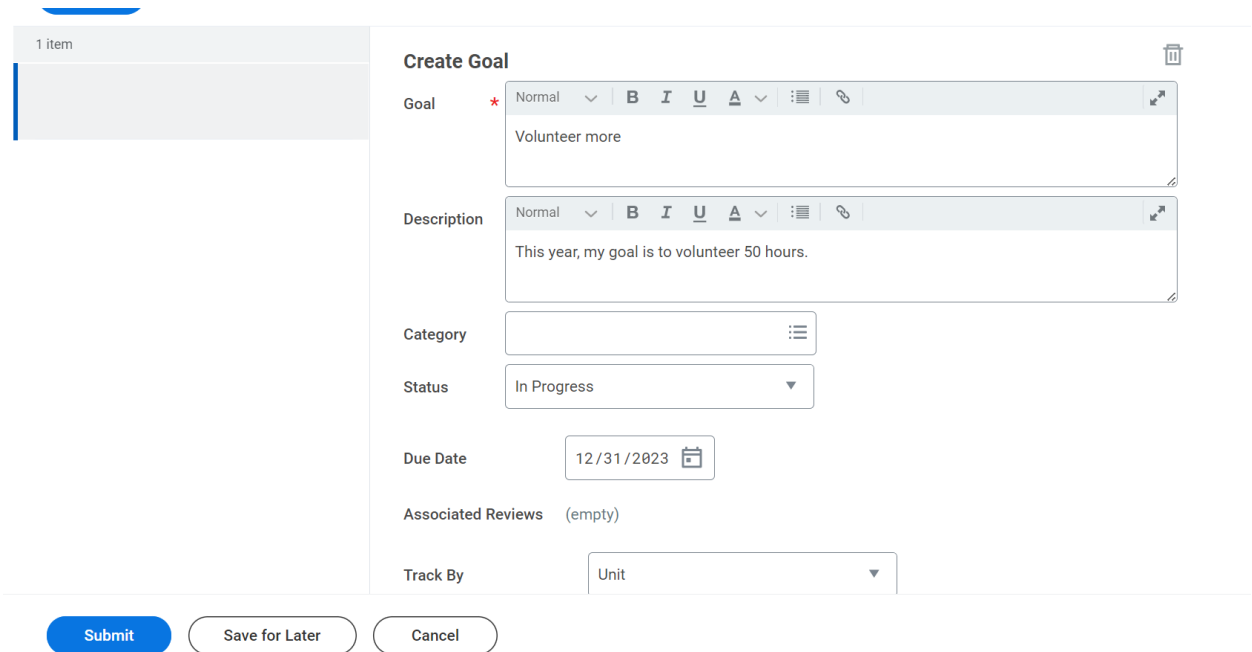
3. Select **Add**.

Your goals will be stored and tracked in Workday.



The screenshot shows a blue 'Add' button at the top left. To its right are three icons: a list icon, a document icon, and a square icon. Below these is a large, light blue cloud graphic with yellow stars and a blue outline. Underneath the cloud, the text 'There's nothing here' is displayed. At the bottom of the form, there are three buttons: 'Submit' (blue), 'Save for Later' (white with blue border), and 'Cancel' (white with blue border).

4. Fill in relevant information as needed.

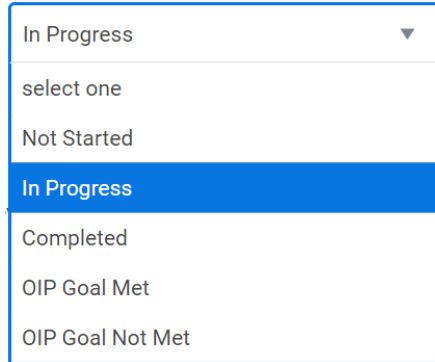


The screenshot shows the 'Create Goal' form. On the left, there is a sidebar with '1 item' and a blue bar. The main form has a title 'Create Goal' and a trash icon. It contains several fields: 'Goal' (with a red asterisk) containing 'Volunteer more', 'Description' containing 'This year, my goal is to volunteer 50 hours.', 'Category' (empty), 'Status' (dropdown menu with 'In Progress' selected), 'Due Date' (calendar icon with '12/31/2023'), 'Associated Reviews' (empty), and 'Track By' (dropdown menu with 'Unit' selected). At the bottom, there are three buttons: 'Submit' (blue), 'Save for Later' (white with blue border), and 'Cancel' (white with blue border).

- a. **Goal** – add your goal here. Goals should be specific, measurable, attainable, relevant, timebound (SMART).
- b. **Description** – provide more details about your goal including actions taken and progress.

Your goals will be stored and tracked in Workday.

- c. **Status** – indicate the status of your goal. Note that OIP Goal Met or OIP Goal Not Met should only be used by OIP participants.



The image shows a screenshot of a dropdown menu in a software application. The menu is open, displaying a list of options. The top option is "In Progress" with a small downward arrow. Below it is "select one". The next option is "Not Started". The "In Progress" option is highlighted with a blue background. Below that are "Completed", "OIP Goal Met", and "OIP Goal Not Met".

- d. **Due Date** – indicate the date this goal should be met.
5. Repeat steps 3 and 4 to add more goals.
6. Select **Submit** if you are finished adding your goals. Select **Save for Later** if you still need to finish adding goals.

Update Goal Progress

Once your goal has been approved by your Manager and your Manager's Manager, you are responsible for updating your progress on that goal in Workday for your final performance review.

From the Performance and Development application:

1. Select **My Goals**.
2. Select **Edit** on the goal you need to update.

Your goals will be stored and tracked in Workday.

1 item

In Progress

Volunteer more
In Progress

View Goal

Goal * Volunteer more

Description This year, my goal is to volunteer 50 hours.

Category (empty)

Status In Progress

Due Date 12/31/2023

Associated Reviews (empty)

Track By Unit

Unit * Each

Target Number of Units 50

Actual Number of Units 0

[Edit](#)

3. Make the needed edits and select **Submit**.