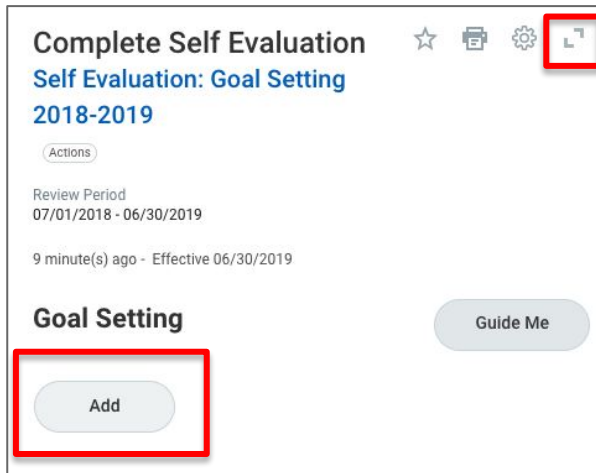


GOAL SETTING

Navigate to the item in your Workday Inbox titled **Self Evaluation: Goal Setting 2018-2019**.



Complete Self Evaluation
Self Evaluation: Goal Setting
2018-2019

Actions

Review Period
07/01/2018 - 06/30/2019

9 minute(s) ago - Effective 06/30/2019

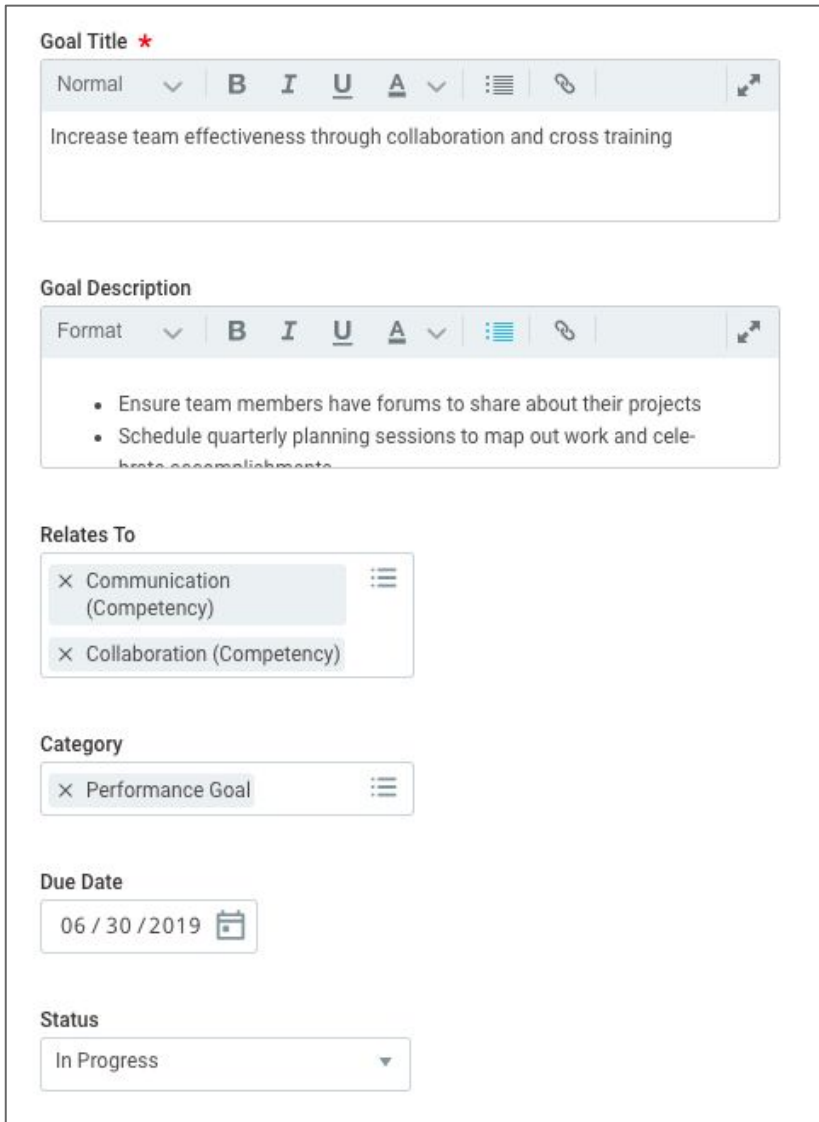
Goal Setting

Guide Me

Add

Expand to use the full screen.

Select **Add** to begin or to add more goals



Goal Title *

Normal | B | I | U | A | | | | |

Increase team effectiveness through collaboration and cross training

Goal Description

Format | B | I | U | A | | | | |

- Ensure team members have forums to share about their projects
- Schedule quarterly planning sessions to map out work and celebrate accomplishments

Relates To

- × Communication (Competency)
- × Collaboration (Competency)

Category

- × Performance Goal

Due Date

06 / 30 / 2019

Status

In Progress

Begin by providing a short **title** for each goal.

Expand on what your goal involves, what will be needed to accomplish the goal, and who else is involved in the **Description**.

Select the **Competencies** your goal exhibits.

Identify whether your goal relates to **Performance** or **Professional Development**

Add a **Due Date**

Select the current goal **Status**

Goal Title
Increase team effectiveness through collaboration and cross training

Goal Description

- Ensure team members have forums to share about their projects
- Schedule quarterly planning sessions to map out work and celebrate accomplishments

Relates To
Collaboration (Competency); Communication (Competency)

Category
Performance Goal

Due Date
06/30/2019

Status
In Progress

Add

Submit Save for Later Close

Use the pencil icon to edit an existing goal

Use the **Submit** button to send the goals to your manager for review

Upon submitting, your manager will receive an Inbox item to **Approve** the goals.

Managers can also **Send Back** goals for revision.

REVIEWING & UPDATING GOALS



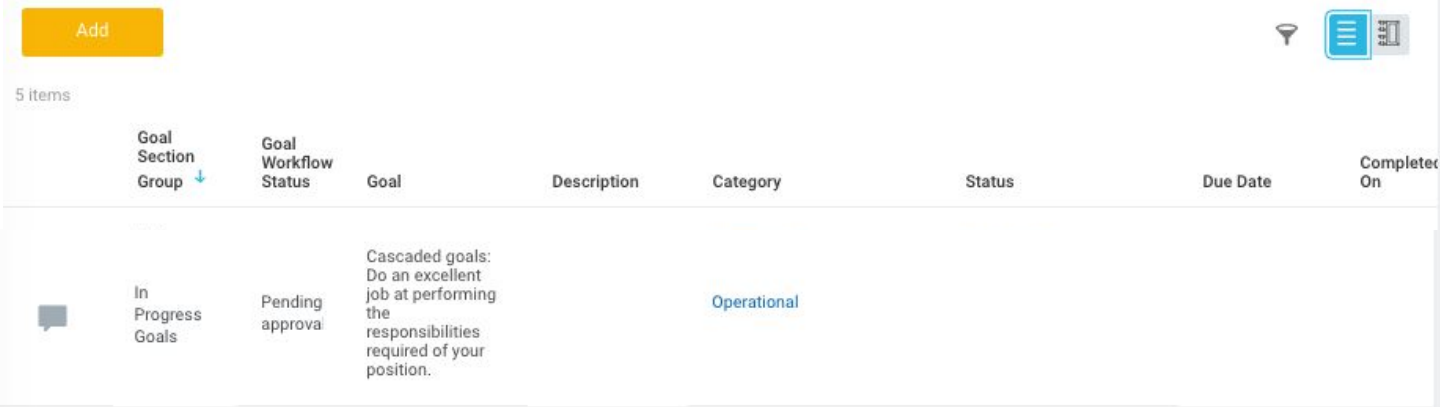
You can access your goals in the **Performance** worklet in Workday.

You can edit and add to them. When you do, your manager will receive an Inbox item to **Approve** or **Send Back**.



Managers can view their team's goals and performance reviews using the **Team Performance** worklet in Workday

Goals can be viewed in an expanded or summary (below) format.



A screenshot of a goal list interface. At the top left is a yellow "Add" button. Below it, it says "5 Items". The table has columns: Goal Section Group, Goal Workflow Status, Goal, Description, Category, Status, Due Date, and Completion. One row is visible with the following data: Goal Section Group: In Progress Goals; Goal Workflow Status: Pending approval; Goal: Cascaded goals: Do an excellent job at performing the responsibilities required of your position.; Category: Operational; Status: (empty); Due Date: (empty); Completion: (empty).

Goal Section Group	Goal Workflow Status	Goal	Description	Category	Status	Due Date	Completion
In Progress Goals	Pending approval	Cascaded goals: Do an excellent job at performing the responsibilities required of your position.		Operational			

