GOAL SETTING


Complete Self Evaluation
Self Evaluation: Goal Setting 2018-2019

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

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

Goal Setting

Add

Expand to use the full screen.

Select Add to begin or to add more goals

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

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.

Click Edit. Then click Add.