

Employee Goal Setting Process

QUICK TAKE: Goals should be set up for each fiscal year after the performance review process.

Create FY Goals

1. From your Workday Profile Icon (upper right-hand corner), select View Profile button.
2. On the left-hand side on the blue area, scroll down and click More to navigate to the Performance section.
3. Click on *Individual Goals*, and then click edit.
4. Click Add to add new Goals.
 - Goals should be Specific, Measurable, Achievable, Relevant, and Time bound.
 - Discuss Goals with your manager prior to submitting.
 - Goals can be edited at any time.
4. Enter relevant information and submit.