

Overview

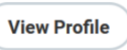
You can create individual goals to evaluate and track your progress against objectives. You can add individual goals for annual performance reviews during the performance evaluation cycle.

Full-time Faculty: You can add individual goals for faculty performance reviews during the review cycle.

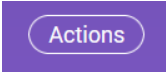
Part-time Faculty: You can add goals at any time prior to a scheduled performance review.

Add Individual Goals (Performance)

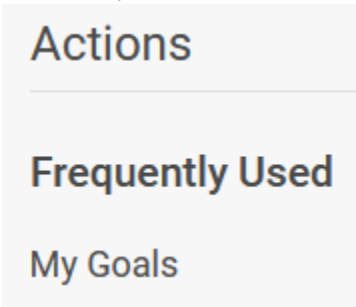
1. Log-in to Workday via MyMC.
2. Go to top right side of Workday dashboard and click on picture.



3. Click on View Profile
4. Click the Actions button on the left (purple) navigation panel.

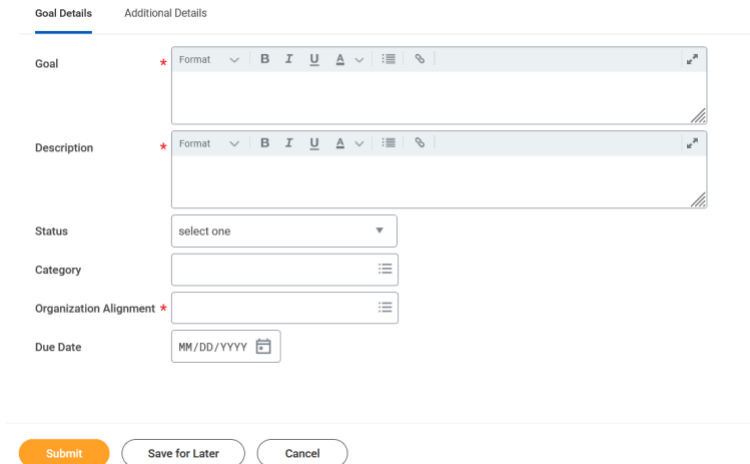


5. Select My Goals from the drop-down list.



6. Click on the Create Goal button.

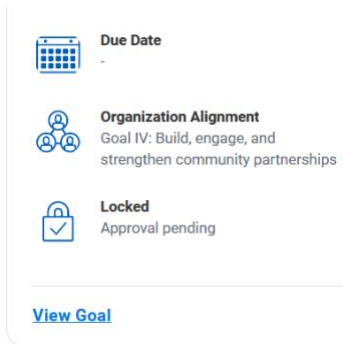
7. Text field boxes with a red (*) is a required field. Data must be entered. Enter data into all relevant fields:
 - a. Goal
 - b. Description
 - c. Status
 - d. Category
 - e. Organization Alignment
 - f. Due Date



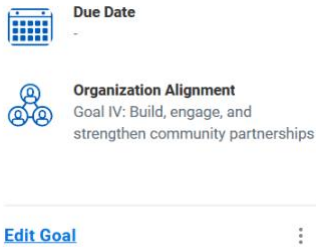
Manage Goals

Workday Job Aid for Contingent Workers and Employees)

8. Click Submit.
9. Pop-up window stating your goal was submitted and will route to your manager for approval.
10. A goal card was created. Locked on the goal card informs you the goal is pending approval.



11. After manager approval, Locked is no longer visible.

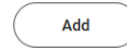


Add Professional Development Goals

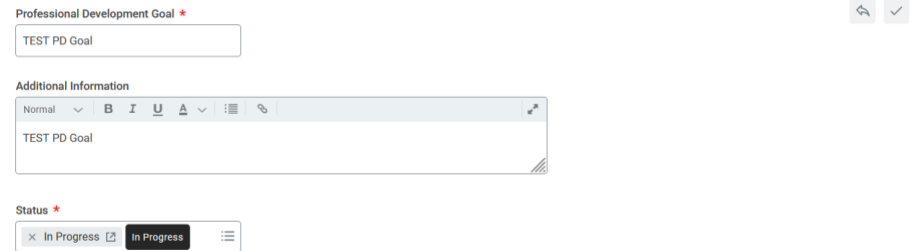
1. At your Profile page, go to the left (purple) navigation pane.
2. Scroll down to and Click on Performance.



3. Scroll over to and Click on the Professional Development Goals tab.



4. Click the Add button.
5. Text field boxes with a red (*) is a required field. Data must be entered. Enter data into all relevant fields:
 - a. Professional Development Goal
 - b. Additional information
 - c. Status



6. Click the check mark at the top right to Save.

View Your Goals

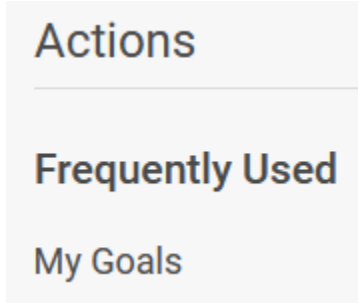
1. At your Profile page, go the left (purple) navigation pane.
2. Click on the Actions button.



Manage Goals

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3. Select My Goals from the drop-down list.

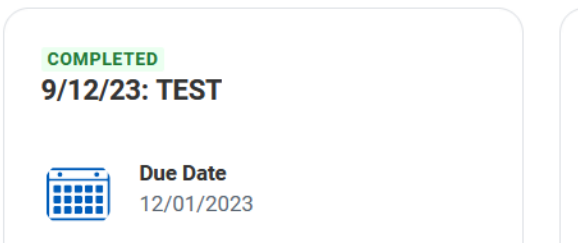


4. Your Goal cards for individual goals (performance) will be segmented by status:
 - a. In Progress
 - b. Completed
 - c. Cancelled

Individual Goals Archived Goals Organization Goals

> In Progress

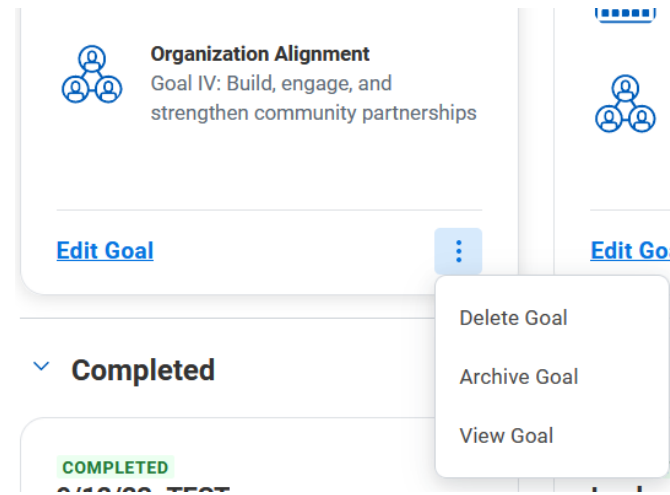
⌵ Completed



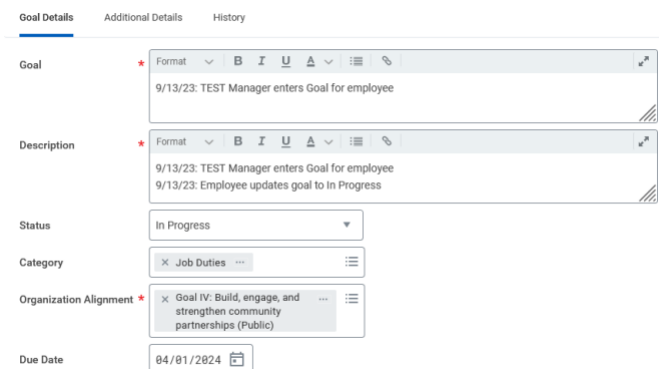
5. Professional Development Goals are in a list format.

Edit Goals

1. **Individual Goals (performance)** can be edited after manager approval.
2. At the bottom of your Goal card, you will see an Edit Goal link or 3-vertical buttons which will provide a list of options when you click on the 3 buttons.



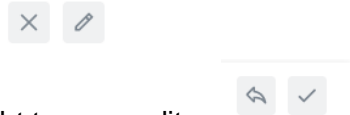
3. Clicking on the Edit link will give you the details of the goal to edit.



Manage Goals

Workday Job Aid for Contingent Workers and Employees)

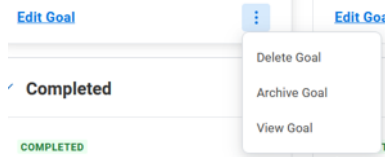
4. Click Submit after making edits.
5. Editing **Professional Development Goals** by clicking on the pencil at the top right of the goal.



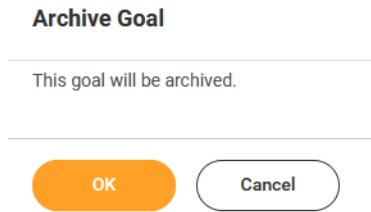
6. Click the check mark at the top right to save edits.

Archive Goals

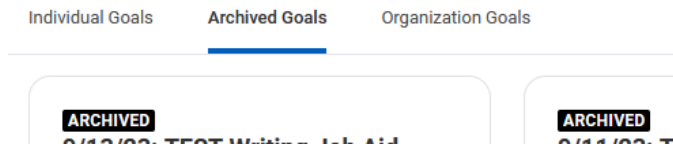
1. At your Goal Card, click on Archive Goal from the drop-down list.



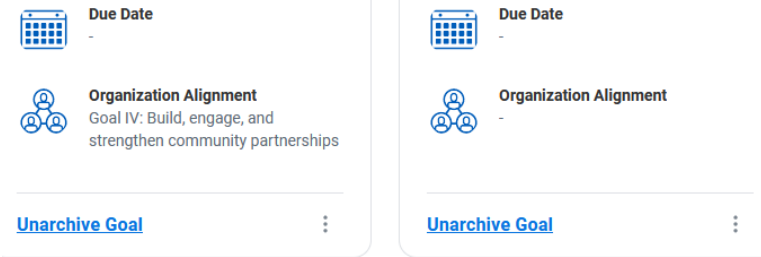
2. Click on Archive. A pop-up window to confirm you want to archive this goal. Click OK.



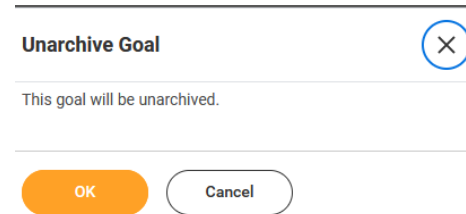
3. Goal is moved to Archived Goals.



4. Archived goals can be unarchived. At the bottom of the Goal card, click on the Unarchive Goal link.



5. A pop-up window to confirm unarchive goal.



6. Click OK. Goal will return to the In Progress section of goals.