

## Overview

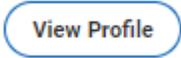
You can create individual goals to evaluate and track your progress against objectives. You can add individual goals for annual performance reviews during the performance evaluation cycle.

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

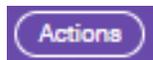
Part-time Faculty: You can add goals at any time prior to a scheduled performance review.

## Add Individual Goals (Performance)

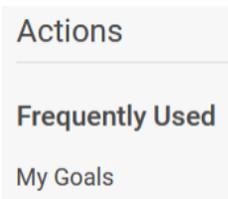
1. Log into Workday MyMC.
2. Go to top right side of Workday dashboard and click on picture.



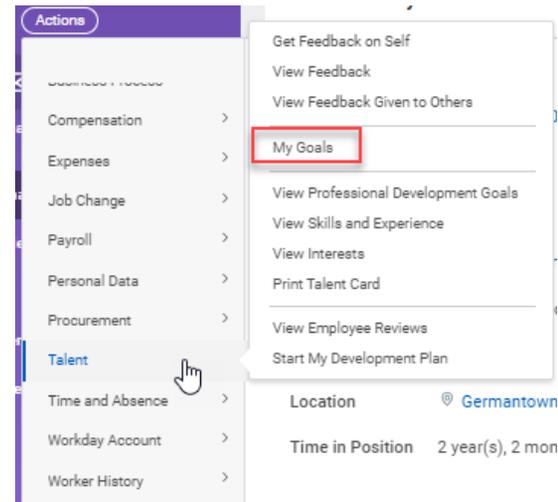
3. Click on View Profile
4. Click the Actions button on the left (purple) navigation panel.



5. Scroll down the Actions list to Talent.



6. From Talent, select My Goals from the expanded right menu.



7. Click on Create Goal.

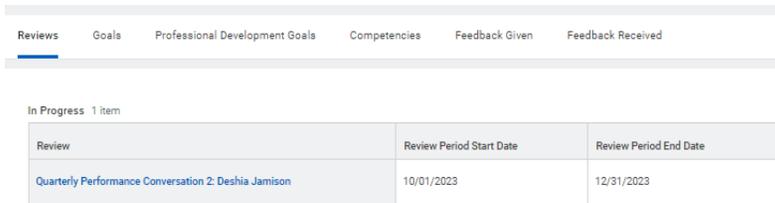


OR

8. If you are a first-time user then click Performance from left menu in purple to add professional development goals.



9. Click on Goals tab.



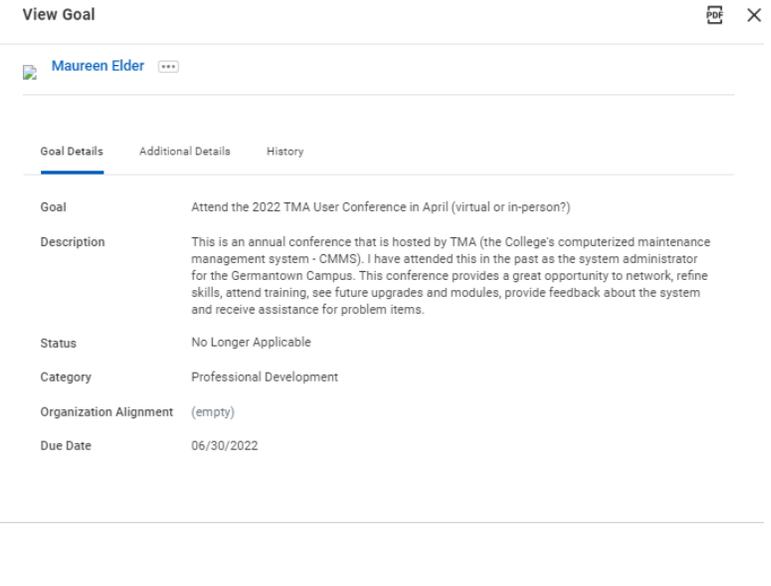
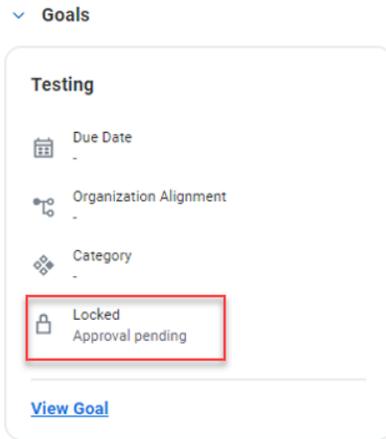
10. Text field boxes with a red (\*) is a required field. Data must be entered. Enter data into all relevant fields:

- **Goal**
- **Description**
- **Status**
- **Category**
- **Organization Alignment**
- **Due Date**

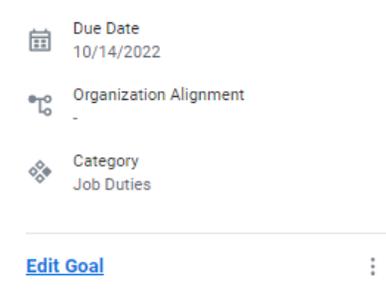
11. Click Submit.

12. Pop-up window stating your goal was submitted and will route to your manager for approval.

13. A goal card was created. Locked on the goal card informs you the goal is pending approval.



14. After manager approval, locked is no longer visible.



15. You can click on fields in goal cards i.e., Due Date, Organization Alignment, and Category to access the View Goal and View Organization Goal tasks more easily for that goal.

## 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:
  - Professional Development Goal
  - Additional information
  - Status

Professional Development Goal \*

Additional Information

Format | B | I | U | A | [List Icon] | [Link Icon]

Status \*

> Details

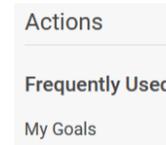
6. Click the check mark at the top right to Save.

## View Your Goals

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



3. Scroll down the Actions list to Talent.
4. From Talent, select My Goals from the drop-down list

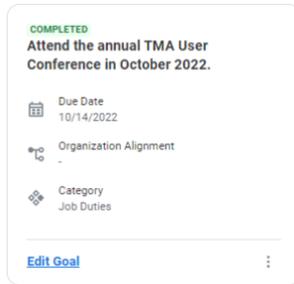


5. Your Goal cards for individual goals (performance) will be segmented by status:
  - In Progress
  - Completed
  - Cancelled

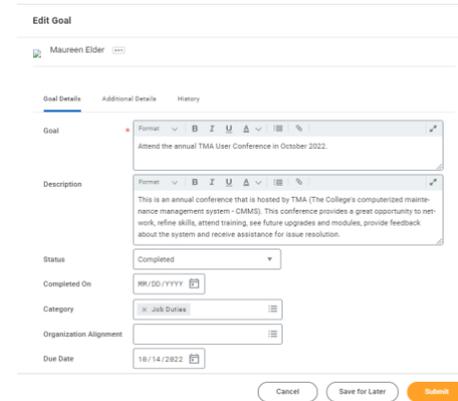


## Edit Goals

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 which will allow you to edit your goal.



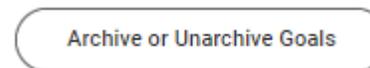
3. Clicking on the edit link will give you the details of the goal to edit.



4. Click Submit after making edits.
5. Go and click on Performance on the Profile Page.
6. Scroll to Professional Development Goals.
7. Edit **Professional Development Goals** by click on the pencil at the top right of the goal.
8. Click the check mark at the top right to save edits.

## Archive or Unarchive Goals

1. Under the Goals section, click on Archive or Unarchive Goals option.

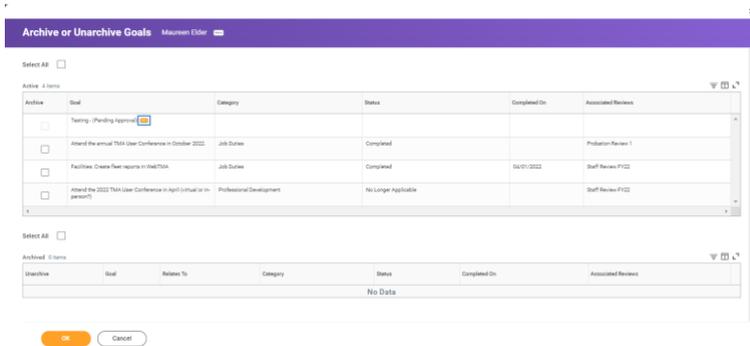


2. Select a goal to archive or unarchive by clicking on the check box.

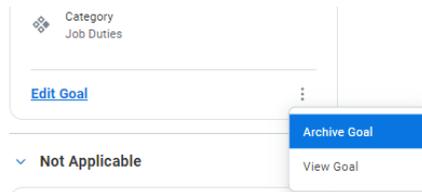
# Manage Goals

## Workday Job Aid for Employees

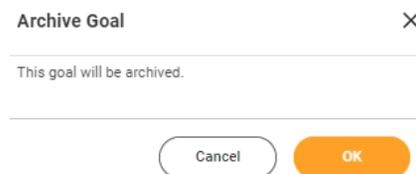
3. Click Ok. Selected goal(s) is archived or unarchived.



4. At your Goal Card, click on three vertical dots to Archive Goal.



5. Click on Archive. A pop-up window appears to confirm if you want to archive this goal.

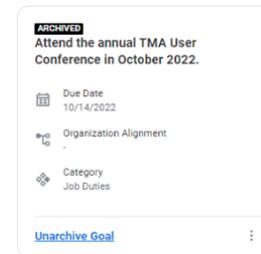


6. Click OK.

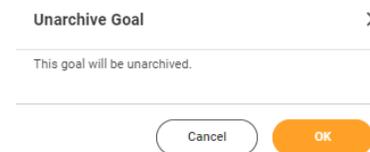
7. Goal is moved to Archived Goals tab.

8. Archived goals can be unarchived from Archived Goals tab.

9. At the bottom of the Goal Card, click on the Unarchive Goal link.



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



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