Cornell University

Employee: Manage your Goals

The first phase of the goal setting process involves the employee's creating their goals. To do this, the employee should:

1. Go to Workday (http://workday.cornell.edu) and then click on the **Log In** button.

2. From the **Home** page, click on the **Menu** in the upper left-hand corner, then click on the **Career, Talent & Performance** icon. (*Note: In addition to the **Career, Talent & Performance** worklet icon, another way to access your goals is from the search box, type **My Goals.**)*

3. Click on **Goals**. From here you see the **Individual Goals** tab view.

4. On the **Individual Goals** tab, click on the **Edit** button under "In Progress Goals".

5. Then click the **Add** button and enter the details by filling out the available fields.

    • The **Goal** name (required);

    • A more detailed **Description** of the goal (optional);

    • The **Status** of your goal (initially you could leave this blank, or set to Not Started);

    • The **Due Date** that you set to accomplish this goal (optional).

6. Enter comments, as you wish, in the box showing on your screen.

7. Click **Submit** to complete the creation of your goal.

Important Notes: At this time Goals **do not** auto save like text in sections of a Performance Dialogue. You must click Submit, or Save for Later or you will lose your information if you leave that screen or your computer times out. Also, after clicking on the Goals button from the Performance worklet another helpful view option to look at all of your goals is the **Goal Details** tab that you will see next to the **Individual Goals** tab.

Manager: Cascade or Assign Goal(s) to an employee or your team.

1. From the **Home** page, click on the **Menu** in the upper left-hand corner, then click on the **Team Performance** icon.

2. Click on the **Add Goal to Employees** button.

3. You have the option to **Create New Goal** or **Copy Existing Goal** (you would need to already have a goal created to use this option).

4. Select the name of the **Employee** or **Employees** to assign this goal to (you may also use the **Organization** prompt to create this goal for your team(s).

5. Enter the details by filling out the available fields in the **Add Goal to Employees** screen.

- The **Goal** name (required);

- A more detailed **Description** of the goal (optional);

- Select the **Category** for the time period (optional);

- The **Due Date** that you set to accomplish this goal (optional);

  o Click the **Editable** box.

6. Enter comments in the box showing on your screen.

7. Review all of the information that you have entered for this goal.

8. Click **Submit** to complete the creation of your goal.

Important Notes: From the **Team Performance** worklet another helpful view option to look at all of the goals that you have assigned to members of your team is the **Goals I've Assigned** button that you will see in the View box on your screen.

Manager Manually Assign a Goal

A Manager may also add a Goal to an Employee manually by going directly to the Employee's Goal page in their profile.

1. In the search box, type **View Goal**.

2. From the selected view you can click the first **Edit** button (if there are already several goals in this view you can select this button under any goal showing on the screen).

3. Then click the **Add** button and enter the details by filling out the available fields (see instructions on prior page).

Manager Add Employee to Existing Goal

A Manager may also add an Employee(s) to an already existing Goal that they have cascaded to their team.

1. In the search box, type **Add Additional Employees to Goal**.

2. In the **Cascaded Goal** prompt box select the existing goal that you had previously created (for your entire team, or for an individual employee).

3. Select the Employees or Organization you manage (with the option to include Subordinate Organizations)

4. Enter comments, then click **Submit**.

Manager, and HR: Viewing Goals

1. In the search box, type **View Goals,** or **Goal Details**.

2. Enter the name of the employee you are trying to view.

3. Click the **OK** button.

Reports

- Print My Goals