

# Creating Performance Goals

## Managers

For Managers looking to create performance goals for their employees, this guide will walk you through the following processes:

### [Creating Goals for Individual Employees](#)

How to add a goal for one employee.

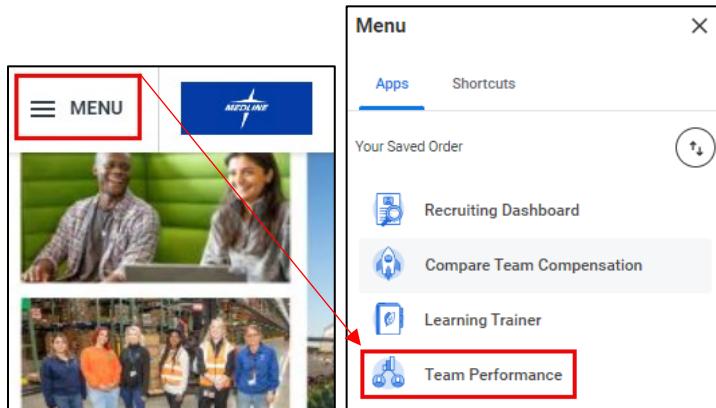
### [Creating Goals for the Entire Team](#)

How to add goals to your entire team.

## Creating Goals for Individual Employees

As a Manager, you are able to create performance goals for your employees at any time.

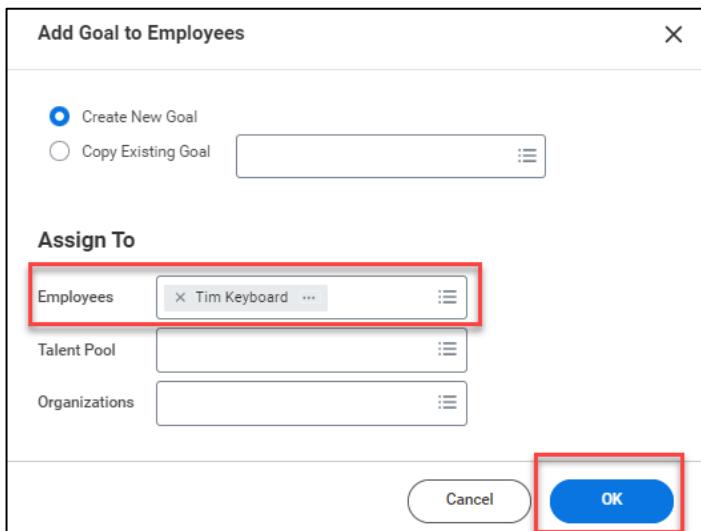
To get started, click on the **Menu** icon in the top left-hand corner of your Workday Homepage. Then, select the **Team Performance** application.



1. From the **Goals** menu on the right-hand side of the screen, select **Add Goal to Employees**.



2. To add a goal to an individual employee, select single employee and click **OK**.



3. Enter goal information as needed. Note the “Editable” box defaults to being checked. This allows you and the employee to update this goal. Click **Submit** to add goals to employee.

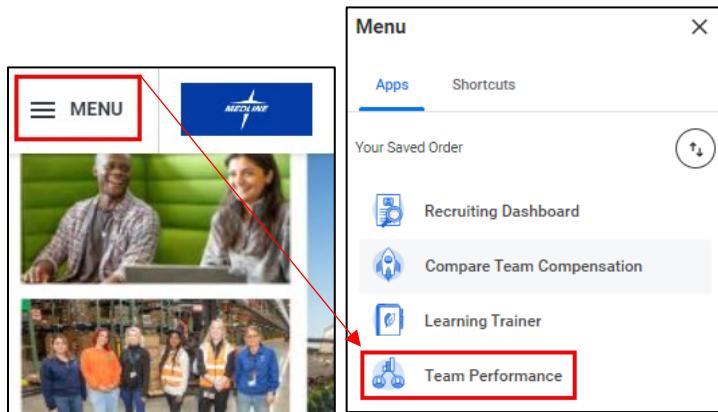
The screenshot shows the 'Add Goal to Employees' form. At the top, it says 'Assign To 1'. The form has sections for 'Goal' and 'Description', each with a rich text editor. Below these are fields for 'Weight' (set to 25) and 'Due Date' (set to MM/DD/YYYY). A 'Editable' checkbox is checked. At the bottom are 'Remove', 'Add', and 'Submit' buttons, with a red box around the 'Submit' button.



Please note that **Weight** is not required at this time but will be during the **Annual Performance Review**.

## Creating Goals for the Entire Team

To get started, click on the **Menu** icon in the top left-hand corner of your Workday Homepage. Then, select the **Team Performance** application.

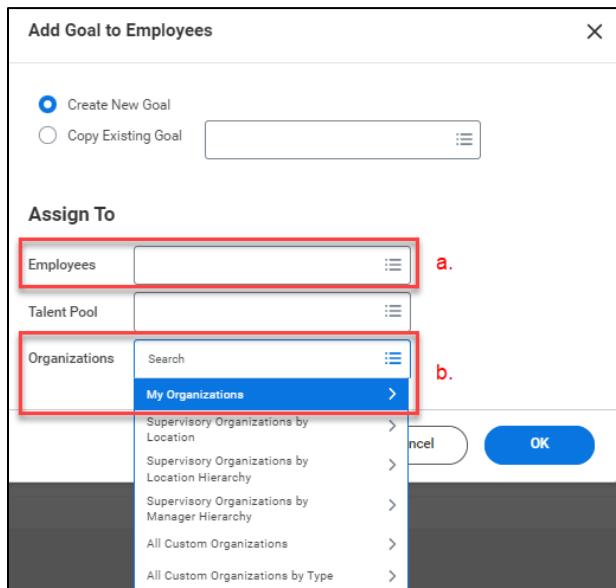


1. From the **Goals** menu on the right-hand side of the screen, select **Add Goal to Employees**.



2. To add a goal to multiple employees:

- a. Choose multiple employees under Employees option. **OR**
- b. Select your organization. Higher level managers will be able to cascade down to subordinate organizations. A check box titled "Include Subordinate Organizations" will be available.



3. Add goal information. Take note of the **Assign To** at the top. This shows how many employees will be assigned this goal. The number can be selected for additional information.

a. Consider unchecking the **Editable** box on organization-wide goals to keep this consistent. Unchecking this box is permanent and can't be reversed.

Assign To 26

Goal \* Normal B I U A Organization goal for 2024

Description Normal B I U A Please do this task for 2024.

Weight 50

Due Date MM/DD/YYYY

Editable

Unchecking this is permanent.  
The only way to correct a goal later is to delete it and start over.

Remove Add

Submit Save for Later Cancel

4. Click **Submit** to assign goal to employees.