

# 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.

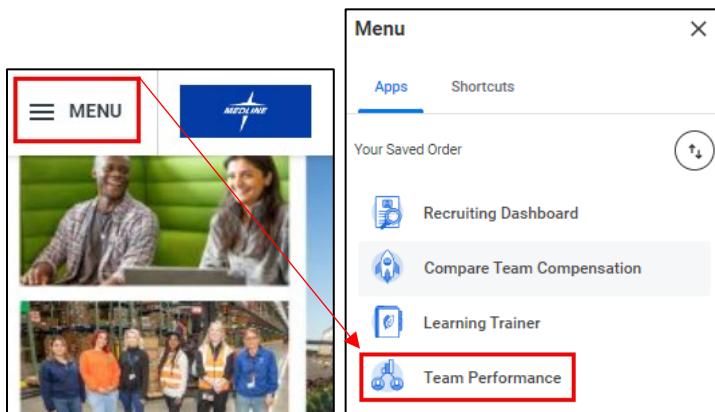
### [Creating Goals for the Entire Team](#)

How to add goals to your entire team.

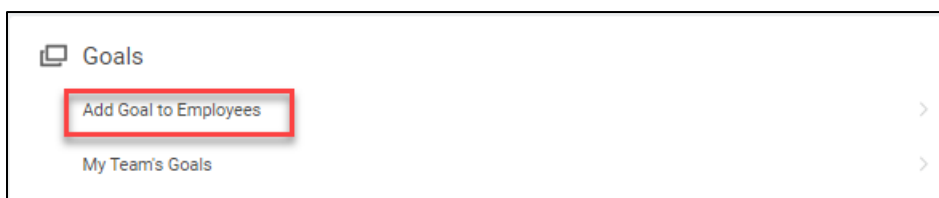
## Creating Goals for Individual Employees

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**.

**Add Goal to Employees** [X]

☒ Create New Goal  
☐ Copy Existing Goal [dropdown]

**Assign To**

Employees [X Tim Keyboard ...] [dropdown]  
Talent Pool [dropdown]  
Organizations [dropdown]

[Cancel] [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.

**Add Goal to Employees** [X]

Assign To 1 ▾

**Goal** \* [Normal] [B] [I] [U] [A] [dropdown] [link] [icon]  
New SMART goal for 2024.

**Description** [Format] [B] [I] [U] [A] [dropdown] [link] [icon]

**Weight** [25]

**Due Date** [MM/DD/YYYY] [calendar icon]

**Editable** ☒

[Remove]

[Add]

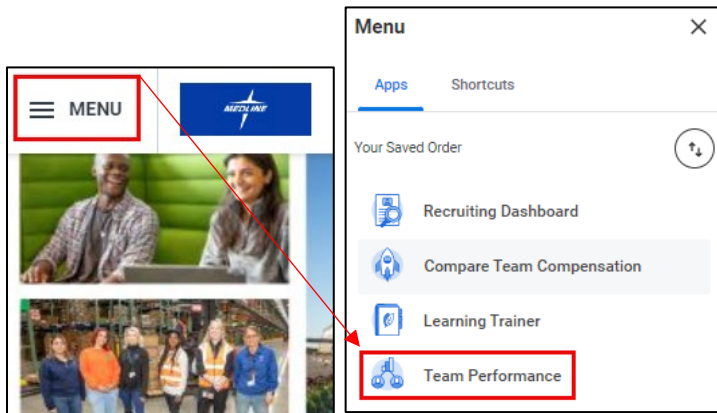
[Submit] [Save for Later] [Cancel]



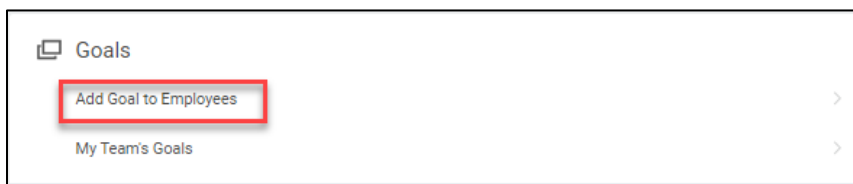
Please note that **Weight** is not required at this time but will be during the **Annual Performance Review**.

## Creating Goals for the Entire Team

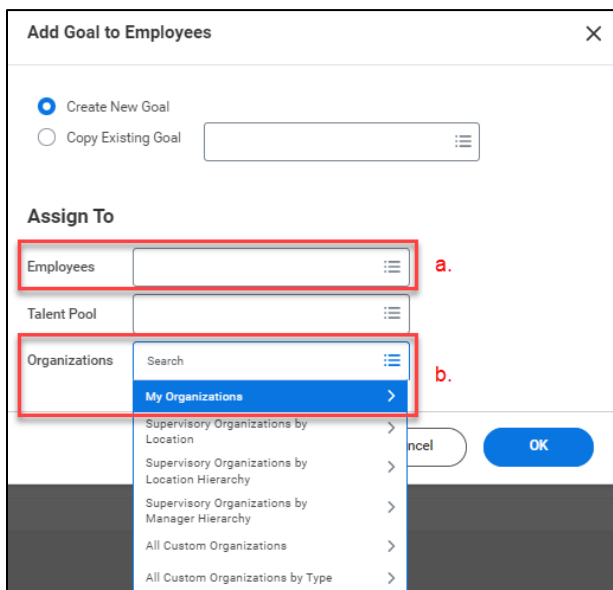
To get started, click on the **Menu** icon in the top left-hand corner of your Workday Homepage. Then, select the **Team Performance** application.



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.

**Add Goal to Employees**

Assign To 26

Goal \* Normal B I U A [List Icon] [Link Icon]  
Organization goal for 2024

Description Normal B I U A [List Icon] [Link Icon]  
Please do this task for 2024.

Weight 50

Due Date MM/DD/YYYY [Calendar Icon]

Editable ☐

Remove

Add

Submit Save for Later Cancel

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

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