

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.

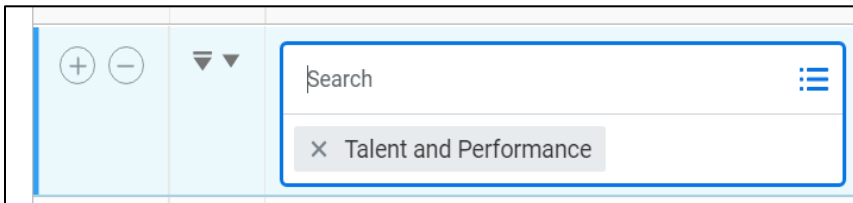
Add Goals

Click the **Talent and Performance** application on your Home page and go to Step 5 to begin. If the Talent and Performance worklet is not showing on your homepage, do the following:

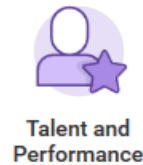
1. Click the gear  on the Workday homepage.
2. Under Optional Worklets, click the plus sign to add a new worklet row.



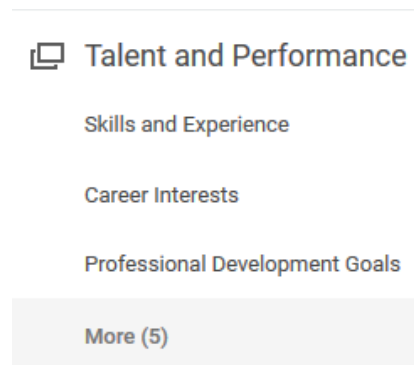
3. In the new row, type **Talent and Performance** in the text box and click enter.



4. Click **OK**, and then click **Done**.
5. Open the **Talent and Performance** worklet.



6. Under Talent and Performance, click the **More** button to expand the list.



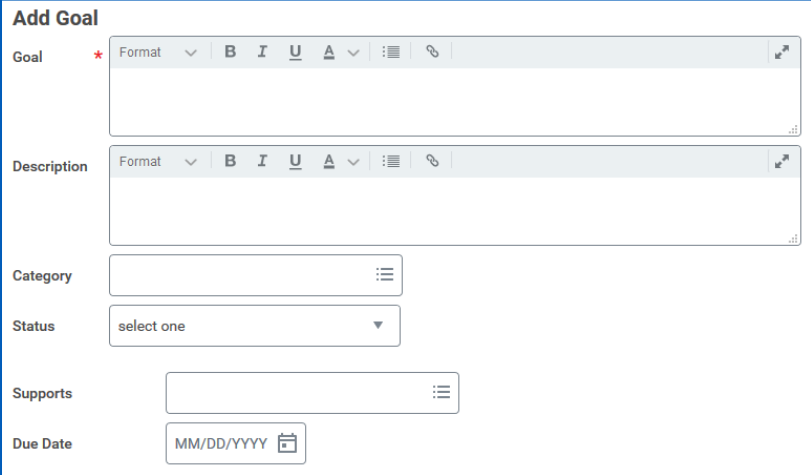
7. Select **My Individual Goals**.

Manage Goals

Workday Job Aid for Contingent Workers and Employees

8. Click the **Add** button to create a goal.
9. Enter a Goal and a description.
10. (Optional) Select the category of the goal (Advising, Job Duties, Professional Development, Service, or Teaching). You can add multiple categories if applicable.
11. (Optional) Add a status to indicate the level of completion.
12. (Optional) Supports. If you would like to link this goal to a specific organization goal, select My Organizational Goals, Montgomery College, the goal period and then select the goals. You can also type the organizational goal in the Search bar or Search for an Organizational Goal.
13. (Optional) Enter a Due Date to indicate when you will complete the goal.
14. Click **Submit** to submit your goals or **Save for Later** if you are not ready to submit. Click **Cancel** to return to the previous screen.

Note: Once you add a goal, your manager will need to approve it. You cannot edit a goal while it is awaiting approval.



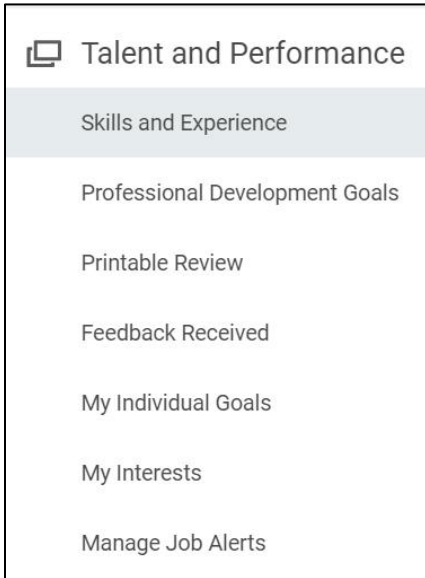
Add Professional Development Goals

From the Talent & Performance application on your Home page:

1. Under Talent and Performance, click **Professional Development Goals**.
2. Click the **Add** button to create a goal.
3. Enter a Goal and any additional information.
4. Add a status to indicate the level of completion.
5. Click the arrow next to **Details** to enter the goal details.
6. (Optional) Select the category of the goal.
7. (Optional) Enter a Start Date and Completion Date once you have completed the goal.
8. Click the check mark to save the goal.
9. To edit your goal, click the button. Make the changes and save the goal.
10. Click the **Add** button to add another goal.

View your Goals

1. From the Talent and Performance application, click **My Individual Goals**. If it is not listed, you may need to click the **More** button to expand the list.

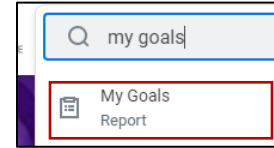


2. All goals will appear grouped in their status (**Not Started**, **Started** or **Completed**). Click on a Goal to see the details.

Organizational Goals

From the Workday Home page:

1. Use the Search box to navigate to the **My Goals** report. Type **My goals** and select the report.

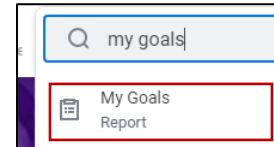


2. Click the **Organizational Goals** tab to view the college's goals.

Archive Goals

From the Workday Home page:

1. Use the Search box to navigate to the **My Goals** report. Type **My goals** and select the report.



2. Click the **Archived Goals** tab to view your archived goals. If you have archived any goals, they will appear in the table.
3. To archive a goal, click the **Archive Goals** button.
4. Select a goal from the **Active** grid and click **OK** and **Done**.
5. If you have no goals to archive, click **Cancel** to return to the previous screen.

Note: Once your manager approves the request, view the archived goal from the **Archived Goals** tab.