



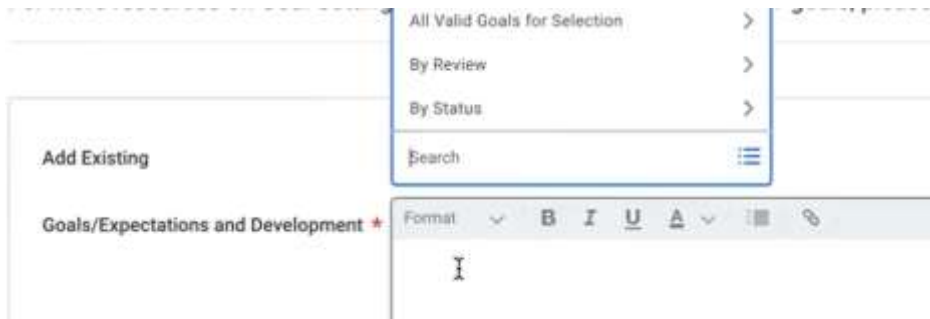
KICK-OFF GOALS/EXPECTATIONS AND DEVELOPMENT ACTIVITIES

The performance management process provides managers and employees a framework for engaging in regular communication throughout the year about goals/expectations, performance, and employee development. The process is meant to be flexible and interactive and begins with establishing clear expectations which is the foundation of successful performance. The Kick-off of the annual process begins with Goal/Expectation Setting.

Enter Initial Goals

From the Workday homepage:

1. Navigate to your **Inbox**. Select the task **Set Content: Kick-off Goals / Expectations and Development Activities**.
2. Select **Get Started**. 
3. Click **Add** to enter a new goal. 
4. You can add an existing goal or type out a new goal here.



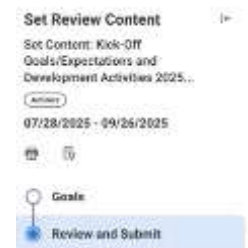
Enter the following goal information (apply SMART principals):

- a. Goals/Expectations and Development***: Enter the goal or expectation actions(s) answering “what is being accomplished” (required)
 - b. Anticipated Outcome/Description**: Enter a description of the expected outcome (optional)
 - c. Due Date**: Enter a completion date for the goal
 - d. Status**: Select one: Not Started, In Progress, Completed, Delayed/Cancelled (optional)
5. To add more goals:
 - a.** Scroll to bottom of your goal entry
 - b.** Click **Add**
 6. Once you have completed entry of all goals, click **Next**.



7. From **Goals**, scroll down to review the goals you have entered.

If you need to edit or remove a goal, you can go back to the goals page from the navigation pane on the left.



8. Click on of the following to submit or save for later.

- **Submit**: Save goals and route task to your manager for review and approval
- **Save for Later**: Save your entry and exit editing goals

