



## Goal Setting in Workday—Manage Assigned Goals

Workday allows employees to view and interact with goals assigned to them. New goals will send automatic notifications, but employees can access all of their individual goals at any time. Follow the steps to learn how to view, manage, and interact with your assigned goals.

### To Find New Goals

#### From the Home Page:

1. Open your Notifications by selecting the **Notifications icon**.
2. Select the **appropriate notification** that responds to a goal which has been created for you.
3. Select **View Details**.
4. You can view the details of the goal and interact with various links on the page, if available.

The screenshot shows the Workday interface. At the top right, a notification bell icon is circled with a '1'. Below it, a notification for 'Manage Goals: Angela Martin (0123456)' is highlighted with a '2'. A 'View Details' button on this notification is circled with a '3'. The 'View Details' page is shown below, with a 'View Goal' button circled with a '4'.

### To Find All Goals

#### From the Search Bar:

1. In the search bar, type **Goals**.
2. Choose **My Goals**.
3. You will be able to view all of your **Individual Goals** from this page as well as **Development Items**, **Organization Goals**, and **Archived Goals**.
4. You also have the ability to download all of your Individual Goals into a PDF by choosing the **PDF** button on the same page.

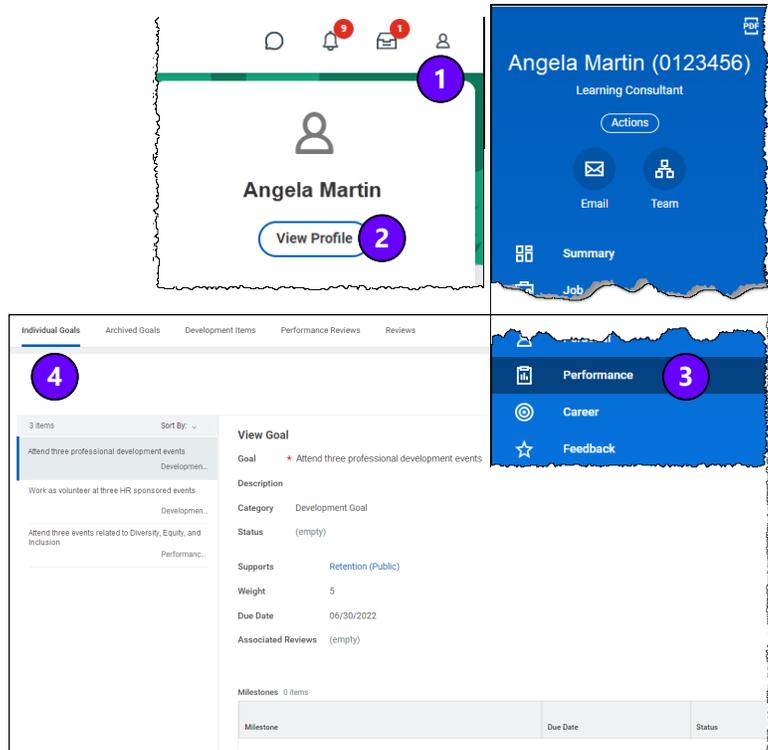
The screenshot shows the search bar with 'Goals' entered, circled with a '1'. Below the search bar, 'My Goals' is selected and circled with a '2'. The search results show 'My Individual Goals' with a 'PDF' button circled with a '4'. The 'View Goal' details page is shown below, with a 'View Goal' button circled with a '3'.



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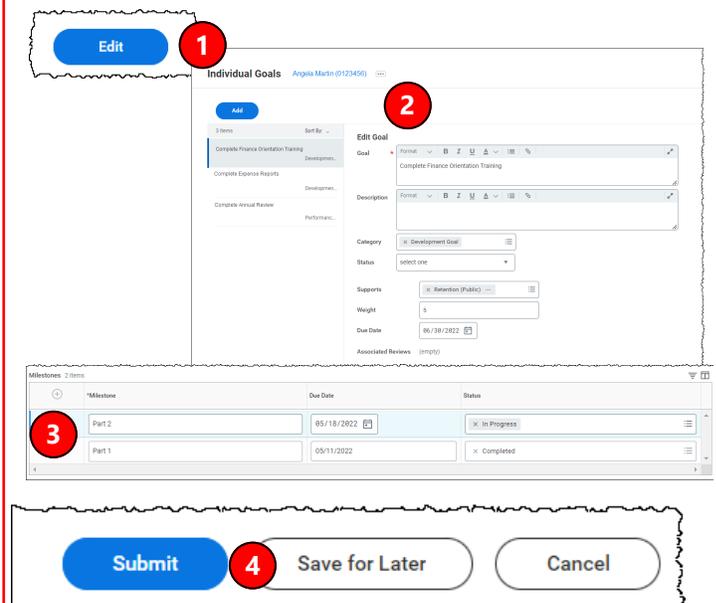
### To Find All Goals - From your Worker Profile:

1. Select the **Profile** Icon.
2. Choose **View Profile**.
3. Select **Performance**.
4. On the displayed **Performance** page, you can access all of your goals, both active and archived.



### To Edit All Goals— From your Worker Profile, Performance Page:

1. From the Performance page (see #4 above), choose a goal you wish to edit and select **Edit**.
2. On this page, you can choose to edit the existing goal within the system. You can edit the goal itself or update the status of the goal from this page.
3. The system also allows you to track progress via Milestones. You can add Milestones by choosing the + symbol. You must name the **Milestone**, set a **Due Date** and select the **Progress** on the Milestone.
4. Select **Submit** when you have successfully edited the goal.



## QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).