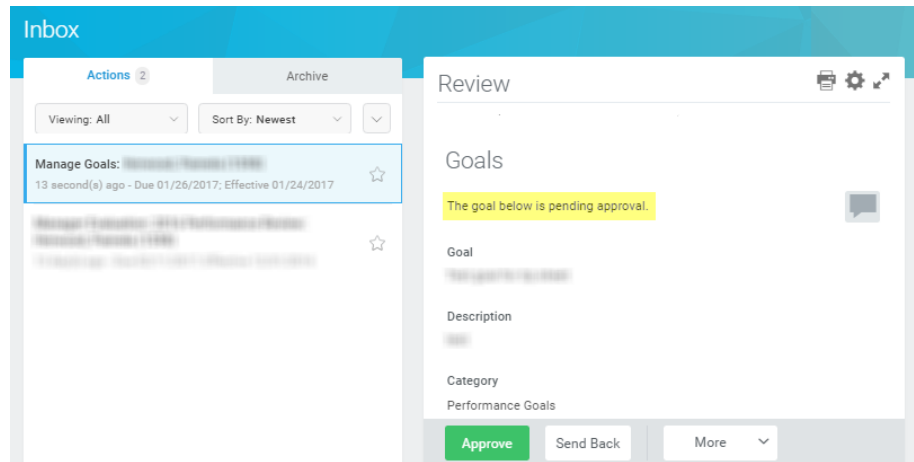


Tip sheet: Goal Review & Maintenance – Manager

From your Workday Inbox:

When your employee adds or modifies a goal in Workday, you will receive an action task in your Workday inbox to “Manage Goals.”

You will see the goal is pending your approval. You can approve the goal as written, or choose **Send Back** for your employee to make changes.

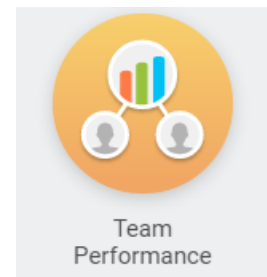


You can also enable any comments from the Activity Stream by clicking on the Dialogue Box icon to show/hide comments. For more information on the Activity Stream, please see the **Tip sheet: Goal Creation – Employee**

To finalize the approval, click the orange **Done** button on the next page.

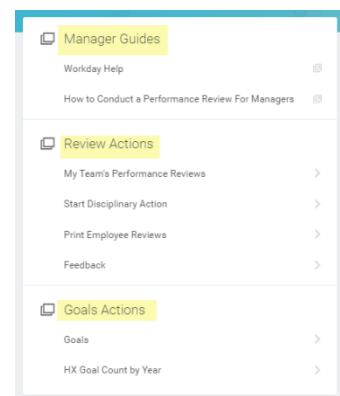
From your home Dashboard:

A Manager can review their employee's goals throughout the year by clicking on the new **Team Performance** worklet.

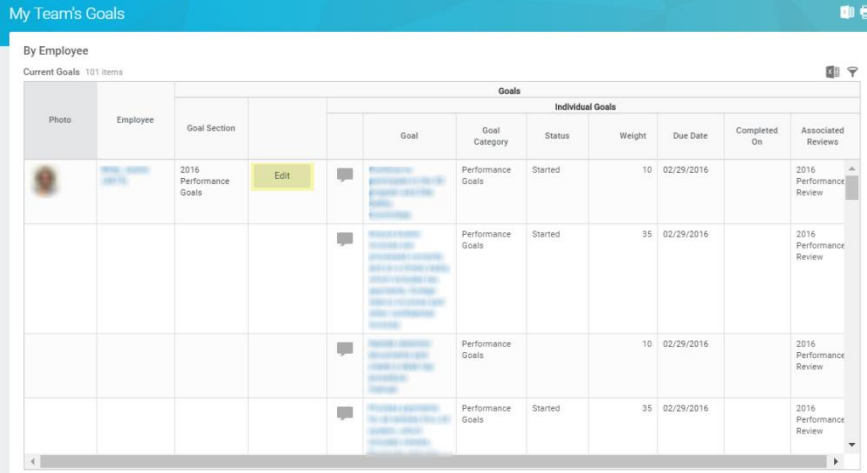


This will open an expanded Team Performance dashboard with various reports and charts to help you manage the performance and goal tasks for your team. You will find links to guides and documentation related to goals and performance reviews. You can also access related reports from this central dashboard.

To access the goals for one of your employees, click **Goals** under Goal Actions.



From there you will be given a comprehensive table listing all of your employees and their goals. The goals are broken out by section and year. To edit a specific goal, navigate to your employee and click the **Edit** button to open their goals.



The screenshot shows a table titled "My Team's Goals" with a sub-header "By Employee". The table lists "Current Goals" for 101 items. The main table has columns for Photo, Employee, Goal Section, Goal, Goal Category, Status, Weight, Due Date, Completed On, and Associated Reviews. An "Edit" button is visible in the Goal Section column for the first row.

Photo	Employee	Goal Section	Goals						Associated Reviews
			Goal	Goal Category	Status	Weight	Due Date	Completed On	
		2016 Performance Goals	Edit	Performance Goals	Started	10	02/29/2016		2016 Performance Review
				Performance Goals	Started	35	02/29/2016		2016 Performance Review
				Performance Goals		10	02/29/2016		2016 Performance Review
				Performance Goals	Started	35	02/29/2016		2016 Performance Review

Workday will display the goals for your employee. To edit a goal, click the **pencil icon** to open the fields for your modifications.

As a manager, you can edit all fields entered by the Employee



The screenshot shows a goal editing form with the following fields:

- Goal:** [Text field with a pencil icon]
- Description:** [Text field]
- Category:** Performance Goals
- Weight:** 25

When the editing is complete, click the green **Submit** button followed by the orange **Done** button on the following page.

Important Points:

The Manager can view the Goals at any time. The most current version of the employee goals will always be displayed. The Manager will also receive notifications when their employee makes a change to a goal.

Activity Stream Feature:

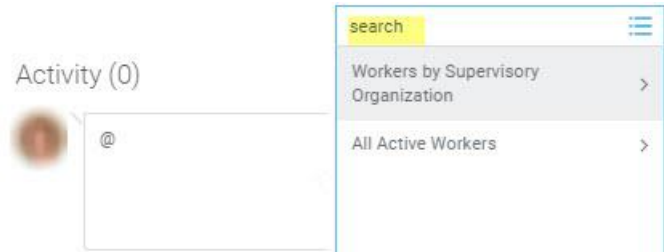
Workday has incorporated a feature in the Goal Setting process giving you the added ability to write “notes” attached to the goals. This feature is called an **Activity Stream**.

The **Activity Stream** can be opened by clicking on the icon that looks like a conversation bubble.

Goal	Description	Category	Status
		Development Goals	Started

This will open a field for you to select who you would like to direct your note to. Type “@” to open a field to enter your employee’s name.

Workday will search and find your employee and open a window for your comments.



When you are finished adding your comments, click the orange **Post** button.

Any notes posted to the **Activity Stream** will be viewable by your employee the next time they look at the goal. At that time, your employee can go to the goal and add additional Activity Stream postings. The dialogue will show up resembling a chat listing.

You have the option to include employees in your supervisory organization or Human Resources in the **Activity Stream**. This could be your next level up supervisor, or your HR Rep. You add them to the activity stream by typing “@” and searching for them by name in the same manner.

The employee you have included will receive a notification of the new activity. They will click the link in the **Comment Notification** to be taken to the Activity Stream.