As part of the Performance Appraisal Process, we list our goals for the upcoming year that should support the overall mission of the Department, Division, and University. Having goals in Workday allows employees and supervisors to track and review progress, as well as streamline the review process for next fiscal year.

As you know, priorities change, and focus can shift throughout the year, needing us to keep up with the changes. Employees can keep goals up-to-date throughout the year, by viewing their profile and then clicking on the Performance Tab > Personal Goals > Add or Edit Goals.

Goals can be changed throughout the year. Click here to edit.
Updating Goals – Performance Appraisals and Throughout the Year

Supervisors can also add goals for Employees by clicking next to the Name of the Employee on Related Actions/ The Ellipsis > Talent > Add Goal To Employees
Updating Goals – Performance Appraisals and Throughout the Year