Use this job aid to review goals in Workday for those who report directly to you.

To learn more, find job aids and videos at the Workday Help website at http://workday.trinity-health.org.

For additional assistance, contact your Tier 1 resource, as noted on the Workday Help website at http://workday.trinity-health.org.
Reviewing Goals

Business Process Steps and Roles

Process roles are designated by “security role,” which do not reflect actual job titles. People may have multiple roles.

Reviewing a Goal

Colleagues are responsible for putting their goals in Workday. Managers may also cascade goals to those who report to them.

As a manager, you are able to review the goals your direct reports have put into Workday.

- **Initial goal(s) discussion**: Colleague and Manager
- **Cascade goal(s), review Colleague’s goal(s)**: Manager
- **Enter goals**: Colleague
Reviewing Goals

1. Log in to Workday
2. Click the My Team worklet
3. Scroll down the page to find the name of the colleague you want to review.

4. Hover over the name (with your mouse pointer) until the Related Actions button displays.

5. Click the Related Actions and Preview button for that colleague.

6. Click Talent, then click View Goals.
Edit a Goal

7. Click a goal to review it
Edit a Goal

8. To edit a goal, click the goal.

9. Click the Edit button.

10. Click in the field you want to edit, then type your changes.

11. Click Submit when you are done.

NOTE: The weighting of all goals must equal 100 or you will not be able to submit the goals (for example, if there are three goals, one could equal 20%, one could equal 40%, and one could equal 40%).
Reviewing a Direct Report’s Goal(s)

End of Process

**SMART Goals**

**Example:** Reduce hospital acquired infections by increasing handwashing from 75% to 98% by June 30th.

- **Specific:** Be clear about what is to be done.
- **Measurable:** How will you prove or demonstrate the goal?
- **Attainable:** Is it realistic and within reach?
- **Relevant:** Is it within the scope and aligned to an organizational goal?
- **Time Bound:** Do we know when it must be done?