Performance: Goal Verification Manager/Employee

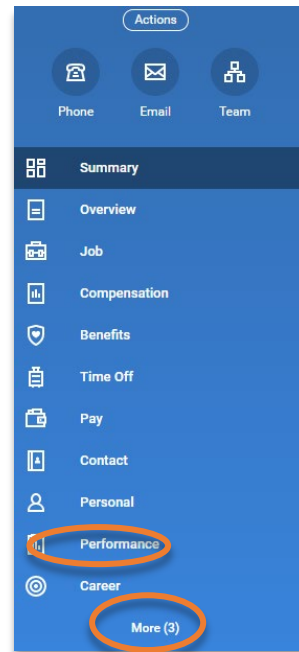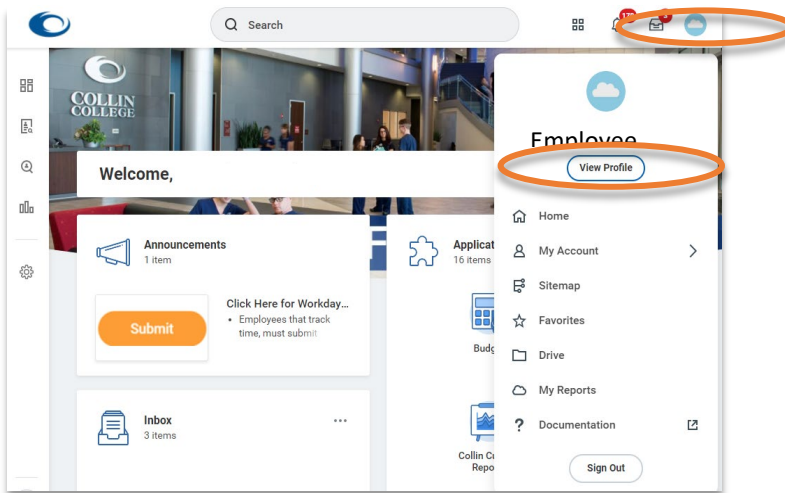## VERIFYING 2022-2023 GOALS ARE IN WORKDAY
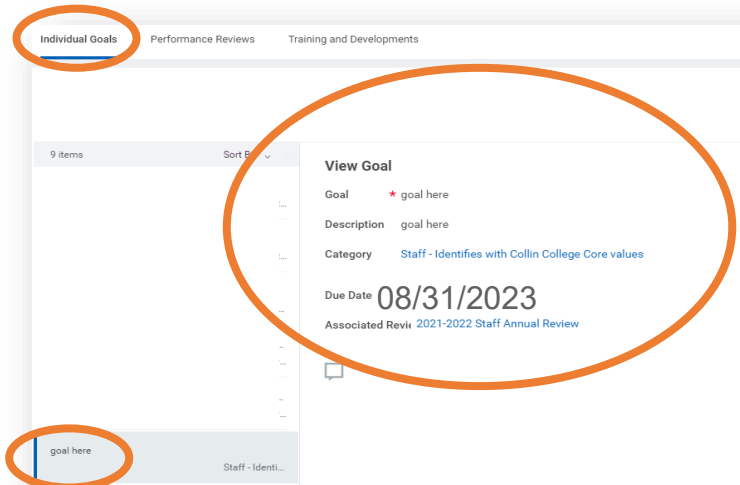
EMPLOYEE: VIEW, ADD, OR EDIT GOALS

Launch Workday from Collin.onelogin.com or CougarWeb > My Workplace. From the Workday **Home** page:

Click the cloud and select **View Profile**.

1. Select **Performance** (you may need to click **More**).

2. Ensure your 2022-2023 goals are under **Individual Goals**.

3. **Do not change details of a goal without first discussing with your manager.** Note: *Anytime a goal is added or edited in Workday, it will route to the manager for approval.*

You may provide a status update for an assigned goal. This is not required. You will rate the completion of the goals within the self-assessment.

4. If your manager requires a revision, launch the **Action Item** from your **Inbox** or navigate to your goals (see instructions above), click the goal that needs to be revised, and click **Revise**. Look for a comment from your manager indicating the change needed. When finished revising, click **Submit**.
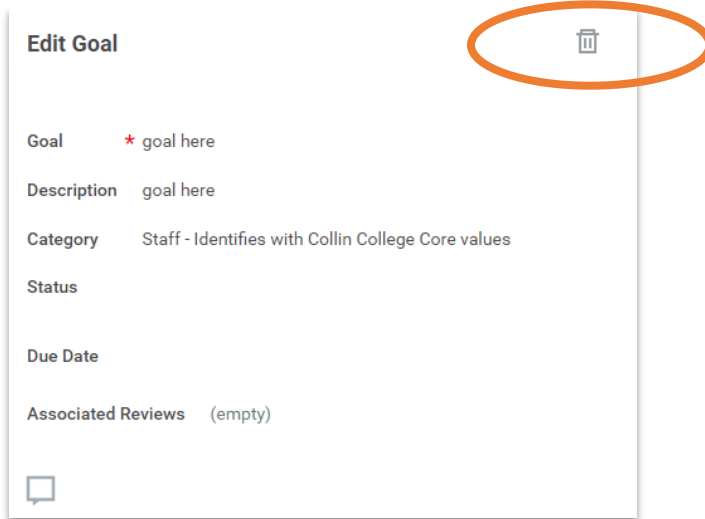
(Inbox View)

(Individual Goals Menu View)

5. If a goal is denied by your manager and needs to be deleted, click **Edit** to edit the goal. Click the **trash can icon** to delete it.
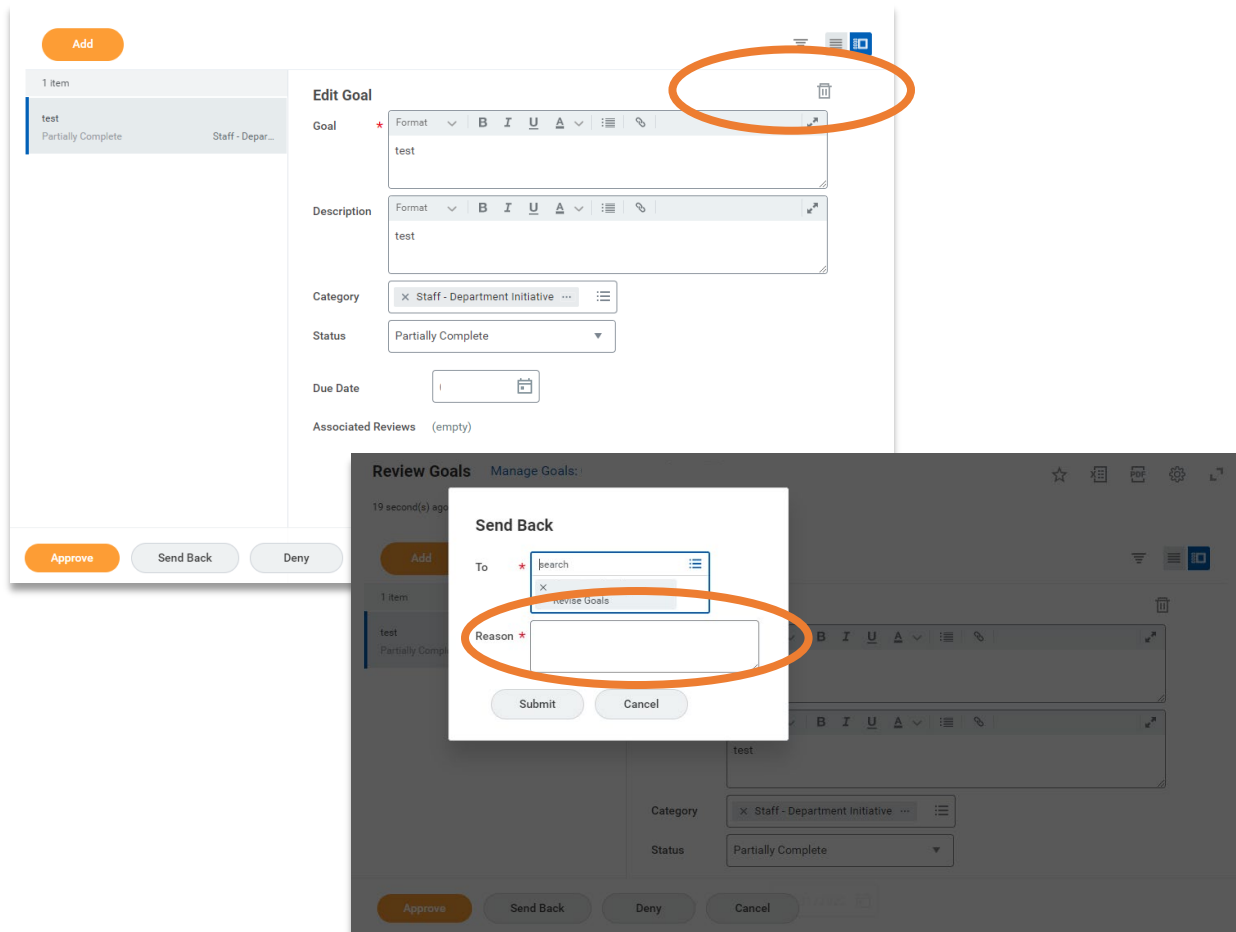
Edit Goal   🗑

Goal   * goal here

Description   goal here

Category   Staff - Identifies with Collin College Core values

Status

Due Date

Associated Reviews   (empty)

MANAGER: APPROVE, DENY, OR SEND BACK A GOAL

Launch Workday from Collin.onelogin.com or CougarWeb > My Workplace. From the Workday **Home** page:

1. Launch the item from your **Inbox**.
2. **Approve**, **send back**, or **deny** the goal addition or change. Provide a **reason**. Click **Submit**.
3. You can also delete a goal using the **trash can icon**.
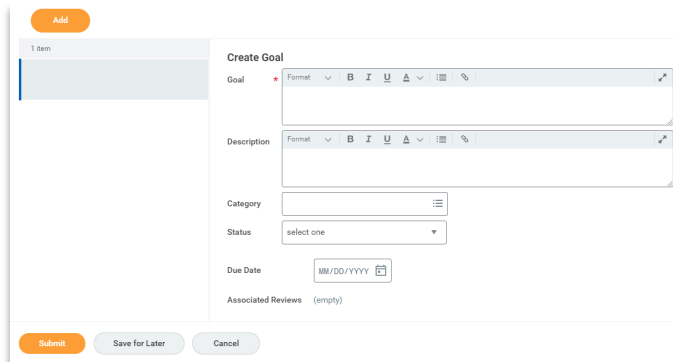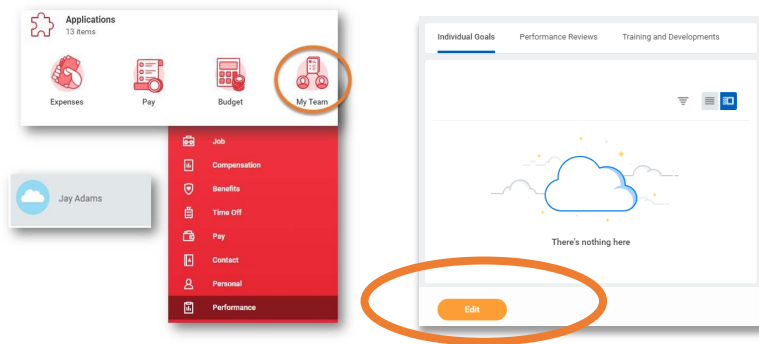4. *Please do not approve a goal that a team member needs to delete.*

MANAGER: VIEW, EDIT, OR ADD GOAL

From the **Home** page:

1. Click **My Team** under **Applications**.
2. Select the **employee's name**.
3. Click **Performance**.
4. Click the **Goals** tab.
5. Click **Edit**.
6. To add a goal, click **Add** and complete fields. Click **Submit**.