



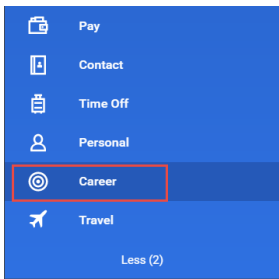
## Add and Edit Goals

Setting goals is part of the performance management process. All goals you set in Workday will route to your manager for approval. Both your manager and your manager's manager will be able to view all of your goals. Your goals will be included in your annual performance review in Workday.

### Adding a Goal

#### STEPS

1. From your profile picture, select **View Profile**. Click on **Career**. You may have to select **More** if you do not see Career in the list.



2. Click on **Edit** and then select **Add** to enter a goal.
  - a. Goal – enter a short sentence or phrase that summarizes your goal.
  - b. Description – enter one or two sentences about your goal
  - c. Category – select **HMC Individual Goals**
  - d. Status – select goal status
  - e. Due Date – enter a due date
3. When you are finished, click the **Submit** button. Your goal will route to your manager for approval. You will receive a notification when your goal has been approved.



### Editing Goals

1. From your profile picture, select **View Profile**. Click on **Career**. You may have to select **More** if you do not see Career in the list.
2. Under the **Individual Goals** tab, you will see all of your existing goals. To edit a goal, click on the **Edit** button for the goal you wish to change. When you are finished, click the **Submit** button. Your revised goal will route to your manager for approval. You will receive a notification when your revised goal has been approved.