Managers have the ability to add department-based goals or cascade organization goal. Managers can also edit in-progress goals or discontinue a goal that is no longer relevant to the employee.

- **Write Team Goal**
- **Cascade Organizational Goal**
- **Edit or Discontinue a Goal**
- **View Team’s Goals**

## Tasks

### Write Team Goal

1. From the Workday home page, click on the **Team Performance** app.
2. From the **Actions** column, click on the **Add Goal to Employees** menu item.
3. Select **Create New Goal**.
4. To add to immediate team, use the **Employees** field:
   - Select **My Team** and select individuals or
   - Click **Ctrl**, the letter **A** and then hit **Enter** to select all.
5. To add to entire supervisory organizations use the **Organizations** field:
   - Select **My Organizations** and check the corresponding boxes.

### Cascade Organizational Goal

Goals may be cascaded from a higher level of leadership, down through each level to reach all supervisory organizations. This section will include the steps of the leader writing the goal and the approval step of the immediate supervisor of the employee receiving the goal.

**Organizational Goal Writer:**

1. Complete steps 1-3 and skip step 4 of **Add Goal to Employee**.
2. In step 5, click **Ctrl**, the letter **A** and **Enter** to select entire supervisory chain.
3. Complete steps 6-10.

**Immediate Supervisor of the Employee:**

1. Go to **Inbox**.
Talent Management: Cascade, Edit, or Discontinue Goals

Manager

2. Review the cascaded goal information for one employee.

3. Click the dropdown to the right of “Sort By”.

4. Select Bulk Approve.

5. Check the boxes corresponding to the Manage Goals task.

6. Click OK.

**Edit or Discontinue a Goals**

There may be a need to edit or discontinue a goal that was cascaded to employees. This is completed for each employee vs. globally. If a goal needs to be removed from all employees, contact Human Resources.

1. Go to the Team Performance app and click on Goals.

2. In the View area, click on Goals.

3. Click the Edit button associated with an employee to open the employee’s Goal area.

4. Click on the Goal Title to open the goal.

5. Edit the Goal or Description area, as needed.

6. To discontinue a goal, click the Status dropdown and select No Longer Needed. The goal will remain on the employee’s goal list but the goal will not appear on the evaluation.

**View Team’s Goals**

1. From the Workday home page, click on the Team Performance app.

2. In the View column, click Goals. Each employee under the manager’s supervisory organization appears.

3. Click the Edit button to view or edit any of the employee’s goals.

4. Add a comment to an employee’s goal by clicking the Activity icon. The comment will be visible to the manager and the employee. Once posted, the activity icon will change to a comment icon for both the manager and employee.

5. Make you edits in the Goal or Description fields. To discontinue, click in the Status dropdown and select No Longer Needed. The goal will remain on the employee’s goal list but will not be editable and it will not appear on future evaluations.