workday.
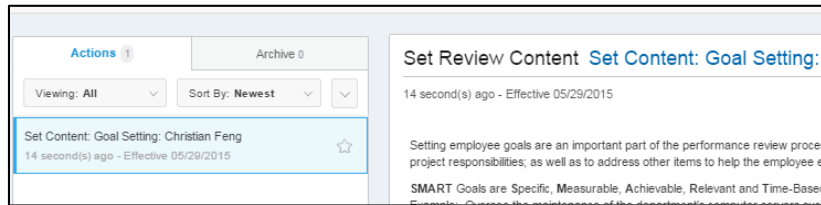
There are two ways you can enter your goals. One way is through a **Goal Setting Task** you receive in your Inbox. The other way is from **your profile, under the Performance Tab**.

Creating your Goal through a Goal Setting Task

You will receive a task in your **Inbox** prompting you to enter your goals.

1. Click **Go to Guided Editor (**For a step-by-step guide) or **Summary Editor** (Show all fields on one page) to set your goals.

2. Click **Add** under **Goals** to have the goal fields will display.

3. Type the **Goal** in the goal free for text box, and action items and a **Description** of how you will achieve the goal in the description box.

4. Select a **Category** Performance or Development.

5. **Align*** your goal by clicking the **Support** Field
    a. Choose your Department/Department Head, or the organizational unit closest to you
    b. Select the appropriate goal period
    c. Select the goal that you want to align to, the goal will populate in the Support field.
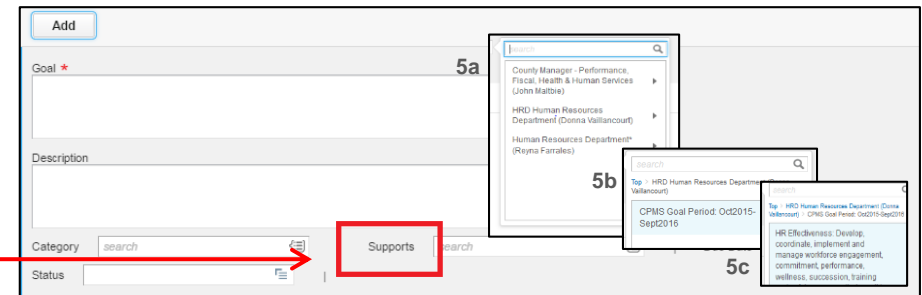
6. Enter a **Due Date** and **Status.**

7. Repeat this step for each additional goal. When you are done, click **Next**

8. Review the summary of your proposed goals, then click **Submit.**

The goals will then be **sent to your manager for review**. Your manager can approve, modify, or add additional goals as required.

Creating a Goal from Your Performance Tab
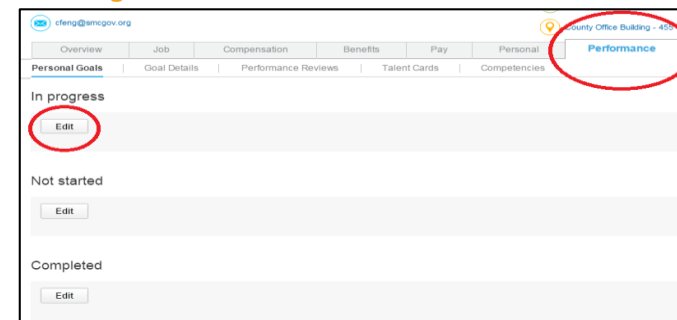
1. Click on the **Performance** tab from your Profile Tab
    -If there are goals already approved, they will be displayed.
2. Click **Edit** under the respective header to modify an existing goal. To enter a new a goal, click **Edit** under **Not Started**.
3. Complete steps 2 – 8 under "**Creating your Goal through a Goal Setting Task**"

Once a manager approves or modifies a proposed goal or adds a new one, it will appear under your Profile's Performance Tab. **Check the Performance Tab regularly** to see which goals have been approved, modified, or added and to update the progress made on your goals.

*Check with your manager to see if your department uses the Collaborative Performance Management System (CPMS).