Performance Management  Goal Setting Tips  Employee

**Context**

Managers and employees have the most access to update goals in Workday. No other security role can delete, edit content, or comment on goals.

**Goals Setting Template**

1. Goal setting template launches citywide April 24.
2. The template has the STARS Goal pre-loaded.
3. Conduct the collaborative process of developing goals outside of Workday. Then decide who will enter the goals.
4. Managers and employees receive an inbox task with the template. Managers will receive an inbox task for each of their direct reports and themselves.
5. Scroll to access all goals and functionality in the template.
6. Managers and employees can send the goals back and forth to each other through the template.
7. The goal will remain in your inbox until the Manager clicks **Submit**. When a goal is in your inbox, edits to it must be made through the inbox and not the Performance worklet.
8. After clicking **Submit** on the template in your inbox the goals are finalized. They can be edited but not deleted until the performance review.

**Tips**

11. Required fields need to be completed before a goal can be deleted. Check for due date and category.

12. All performance goals must total 100%.

13. Each goal must have only one category – Performance, Development, or STARS.

14. Goals are displayed by status: In Process, Not Started, Completed, No Longer Needed. All performance and development goals are shuffled up and organized this way.

**Common Questions**

**Problem:** I need to delete a goal.

I added too many goals for my team and some are duplicate. How to I remove them?

**Solution:** Did you add the goals through the template, the Performance Worklet (employee) or the Team Performance Worklet (manager)?

If added through the **template** and if the template has been “Submitted”, the goal cannot be deleted until the performance review. Change the status to “No Longer Needed”, change the weight to 0 and update the Goal field to “Do Not Use” so you know to delete the goal at the end of the year.

If added through the **Performance** or **Team Performance Worklet**, refer to the Add, Edit, **Delete Goals Job Aid** to delete. Employees and managers can delete – **no other security role has access to delete**.

**Deleting Goals**

9. Only managers and employees can delete goals. HR Admin, HR Partner, and Talent Partner do not have access to delete goals.

10. To delete or edit a goal, review the Add, Edit, **Delete Goals Job Aid**.

[https://denvergov.org/workday/](https://denvergov.org/workday/)
Problem: I think I added goals but I can’t find them. How do I check?

Solution: There are multiple ways to review goals.

- Managers have access their team’s goals through the Team Performance Worklet.
- Managers and employees can access the employee Profile > Performance tab to view goals.
- When using the template, and when making edits to a goal that has been “Saved for Later”, goals will be in the inbox.

Problem: I’m trying to submit goals and I keep getting an error.

Solution: What does the error say?

- Empty or Multiple Goal Category: Check that all goals have only one category selected – Performance or Development.
- Goal Due Date is Required: Check that each goal has a due date.
- The sum of all weights for Performance Goals must equal 100. Current total is __. Check the weights of the performance goals. All Performance goals must total 100%.