

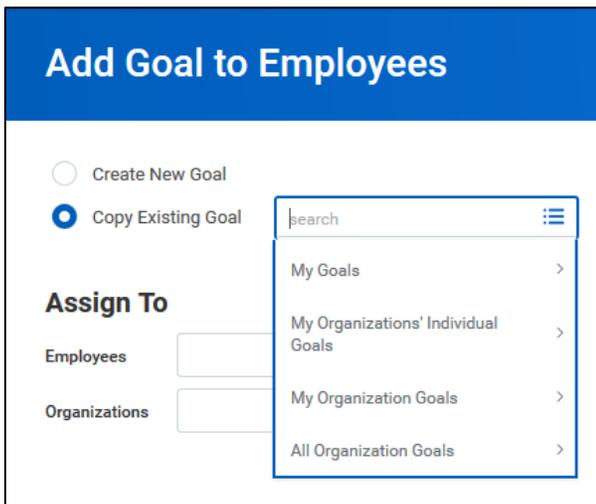
Add Goal to Employee(s)

After creating organization goal(s), managers can assign or add those goals (or any other individual goal) to their employees.

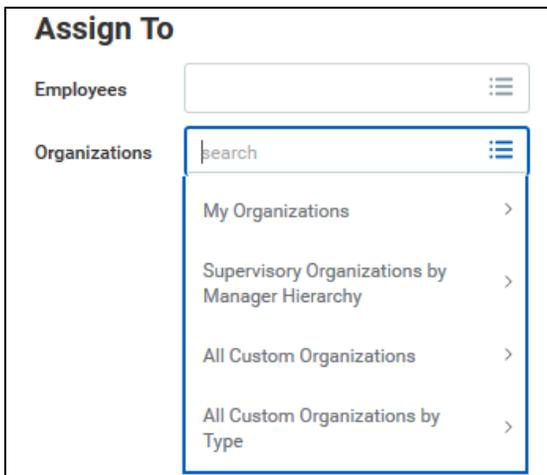
- 1. From the Team Performance application on your Workday home page, select **Add Goal to Employees** from the Actions menu.



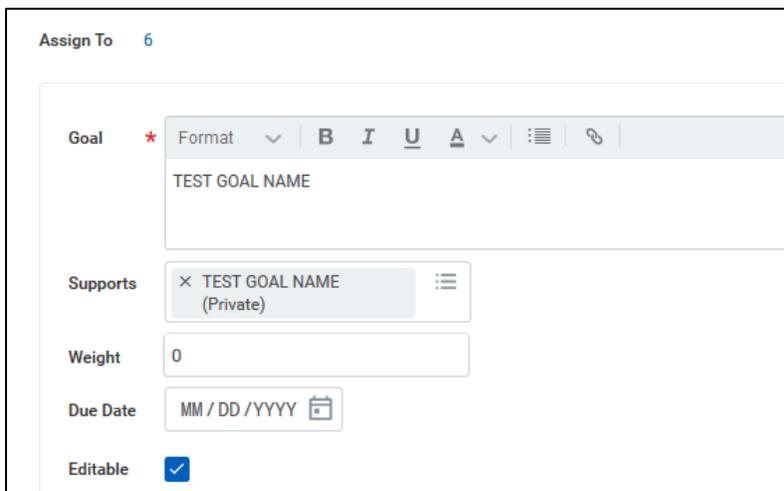
- 2. Change the selection to Copy Existing Goal and use the drop-down menu to identify the organization goal you'd like to copy. Be sure not to select the broadest organization goal (such as the baseline goal), which will already be added to all employee goal-setting templates.



- 3. In the **Assign To** section, select either individual employees or the entire team by using the **Employees** or **Organizations** drop-down. If you select an organization, you will also see a check box to determine whether to include subordinates.



4. Click **OK**.
5. Review the goal you are adding to your employees:
 - a. **Assign To:** This total shows how exactly how many employees will receive this goal. Click the number for more details.
 - b. **Goal:** You may choose to adjust the goal description if necessary.
 - c. **Supports:** This field shows which higher level organization goal your goal supports. You can adjust this if necessary before adding to your employees.
 - d. **Weight:** You may determine a weight for your employees.
 - e. **Due Date:** You can add a due date for this goal. Like others, the due date should be at the end of the performance period or year.
 - f. **Editable:** When this box is checked you and those you assign the goal to can edit the details during the goal-setting process (if created prior to launch of goal-setting) or throughout the year.



The screenshot shows a form titled "Assign To" with a count of "6". The form contains the following fields:

- Goal:** A text input field with a red asterisk, a "Format" dropdown menu, and rich text formatting icons (bold, italic, underline, text color, list, link). The text "TEST GOAL NAME" is entered.
- Supports:** A dropdown menu showing "TEST GOAL NAME (Private)".
- Weight:** A text input field containing the number "0".
- Due Date:** A date picker field showing "MM / DD / YYYY".
- Editable:** A checkbox that is checked.

6. Click **Submit** to share the goal or **Save for Later** to come back to it in your Inbox.