

Manage My Goals

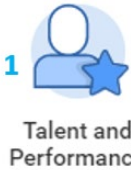
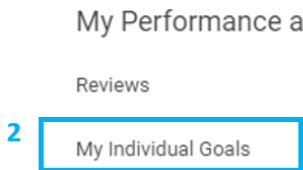

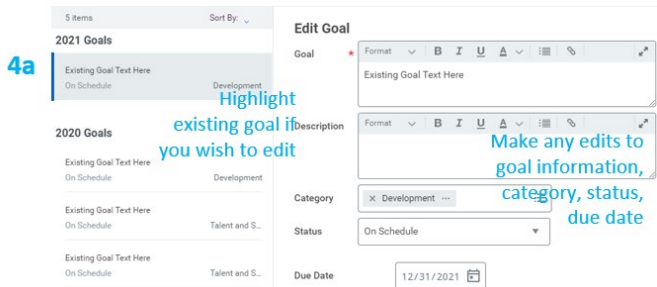
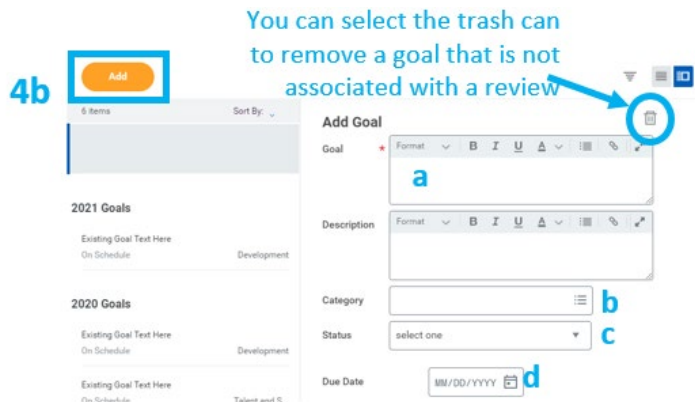
Overview


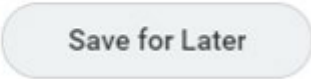

The Goals function enables you to view and track goal progress as well as add additional goals.

Who Does This: Employee

Things to Know:

- You are required to enter a Due Date, Status, and Category for each goal.
- You can use the activity stream icon to record details of the change.
- Your manager will receive a notification when you add or update a goal.
- You cannot delete any goals that are associated with a review template.

 <p>1 Talent and Performance</p>	<p>Step 1 From your Workday home page, select the Talent and Performance worklet.</p>
 <p>2 My Individual Goals</p>	<p>Step 2 Under the My Performance and Feedback menu, select My Individual Goals.</p>
 <p>3 List View Details View</p>	<p>Step 3 Your goals will default to the Details view. You can toggle to the List view in the upper right corner of your screen.</p>
 <p>4a Highlight existing goal if you wish to edit. Make any edits to goal information, category, status, due date.</p>	<p>Step 4a (Edit Existing Goals) The Details view will automatically open in Edit mode. If you want to edit one of your existing goals, you can highlight that goal and make any edits or additions to the existing goal information (description, category, status, due date). Any changes made will be stored in that goal's history.</p>
 <p>4b You can select the trash can to remove a goal that is not associated with a review.</p>	<p>Step 4b (Add New Goals) Select Add to add a new goal. Include the required information for your new goal:</p> <ol style="list-style-type: none"> Goal – enter a short sentence or phrase that summarizes your goal (required) Category – enter category that aligns with your functional goals for the year. Choose only 1 category per goal (required) Status – enter current status of goal (required) Due Date – enter a due date in the current year (required)

<p>5</p>  	<p>Step 5 Once you have completed adding or editing your goals, click Submit. You can also select Save for Later and a task will remain in your inbox with the updated details you have entered.</p>
 <p>Process Successfully Completed</p>	<p>You will receive an on-screen message that your <i>manage goals</i> process has been successfully completed.</p>

FAQ's

What happens next? Your Manager will receive a notification of the addition/change. Your Manager also be able to view any changes in the history of that goal.

How will I know when my manager has approved my goals? Manager approval is not required for adding or editing goals through the Manage My Goals process. If your manager makes further changes, you will receive a notification.

How do my individual goals support the Corporate Strategy? CoorsTek's annual strategic goals are cascaded through the organization. Your functional leader has aligned the goals of your function to support the corporate strategy. Every CoorsTek employee plays an important role in supporting the strategic goals!