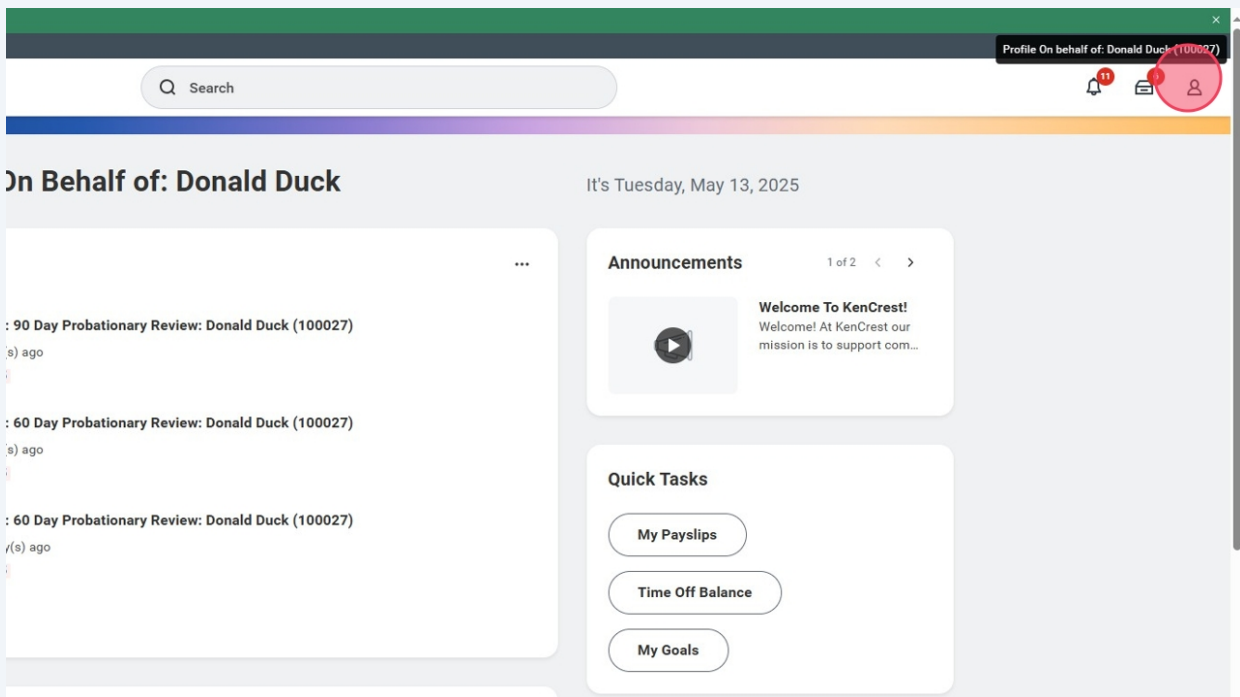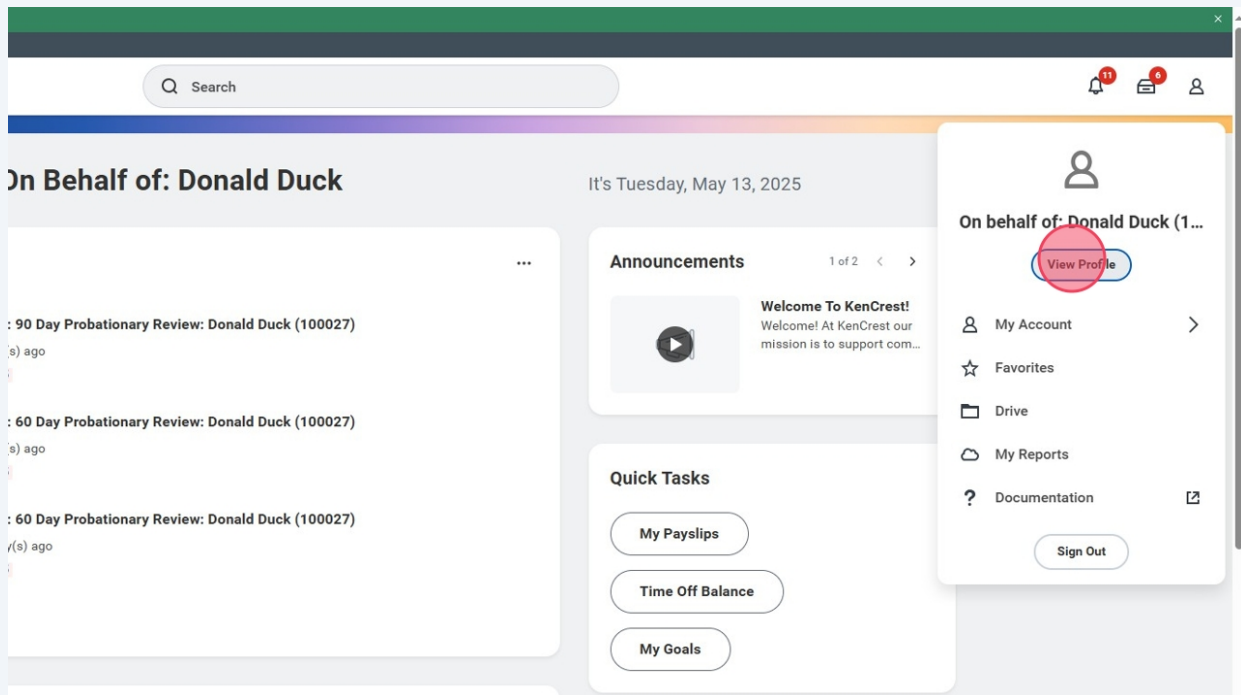# Editing Goals in Workday for Employees

This guide provides a step-by-step approach to editing previously created goals in Workday, ensuring you effectively manage your professional development. By following these instructions, you can easily update your goals and track your progress towards goal achievement.
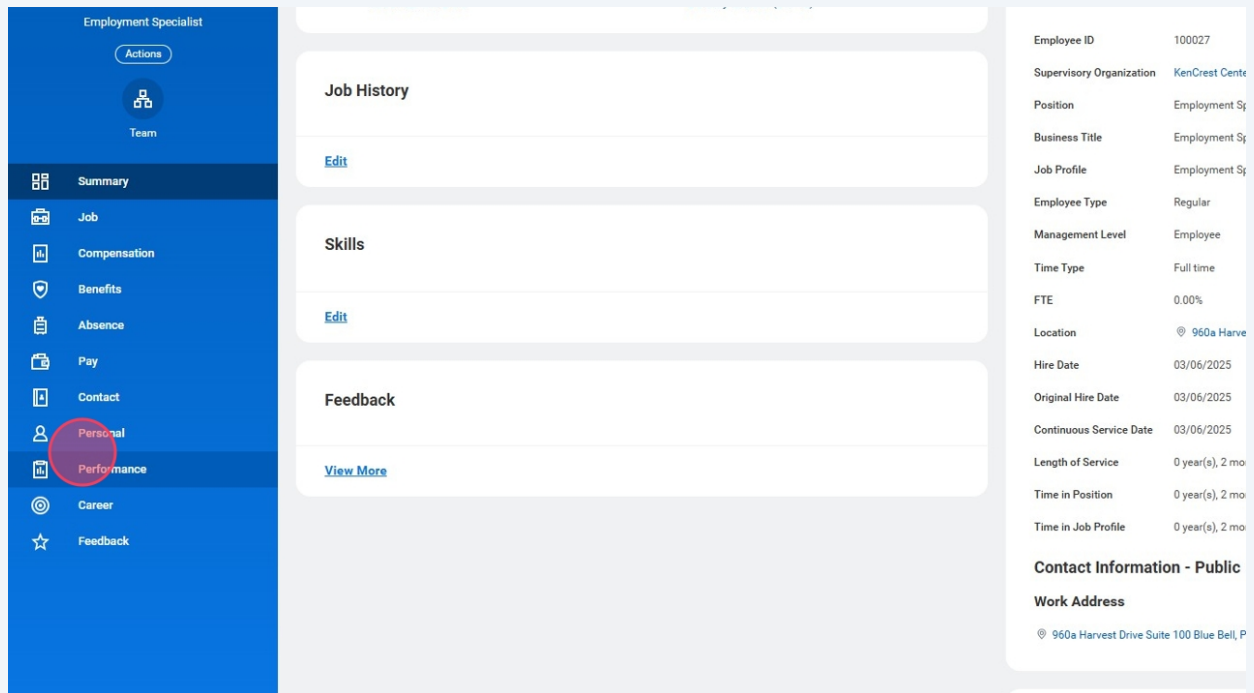
1 From the Home page on the Workday Click the "Profile" icon to go to your profile.
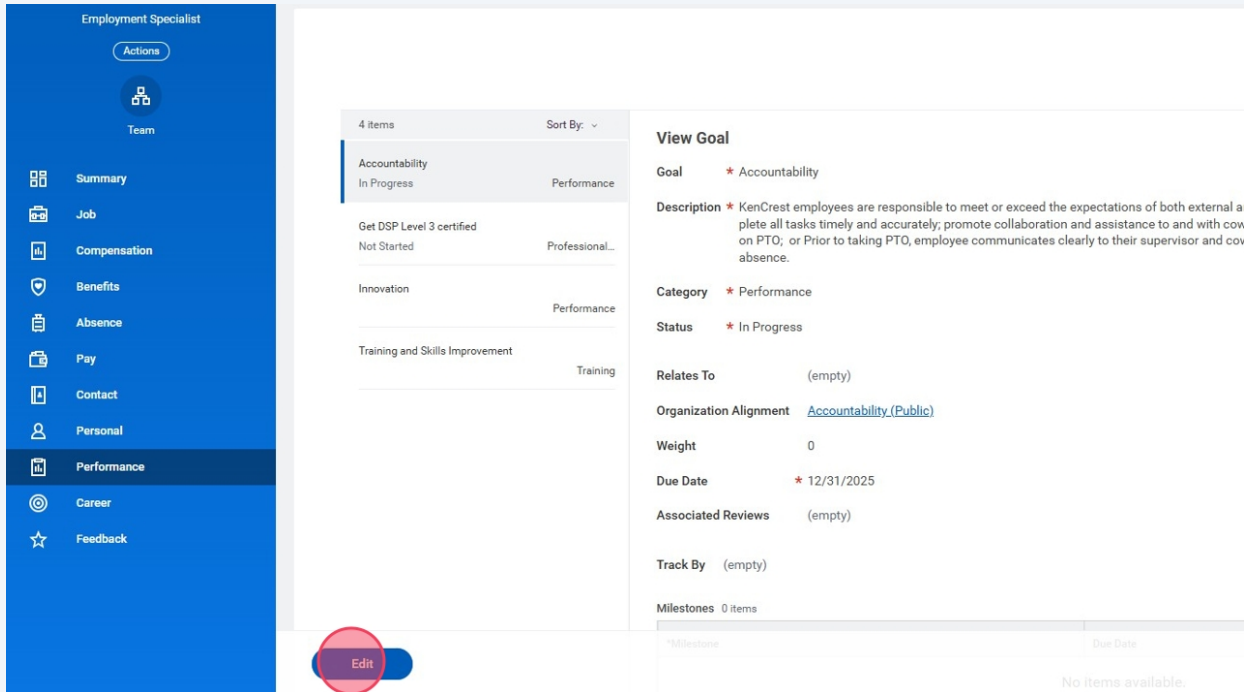
2   Click "View Profile"
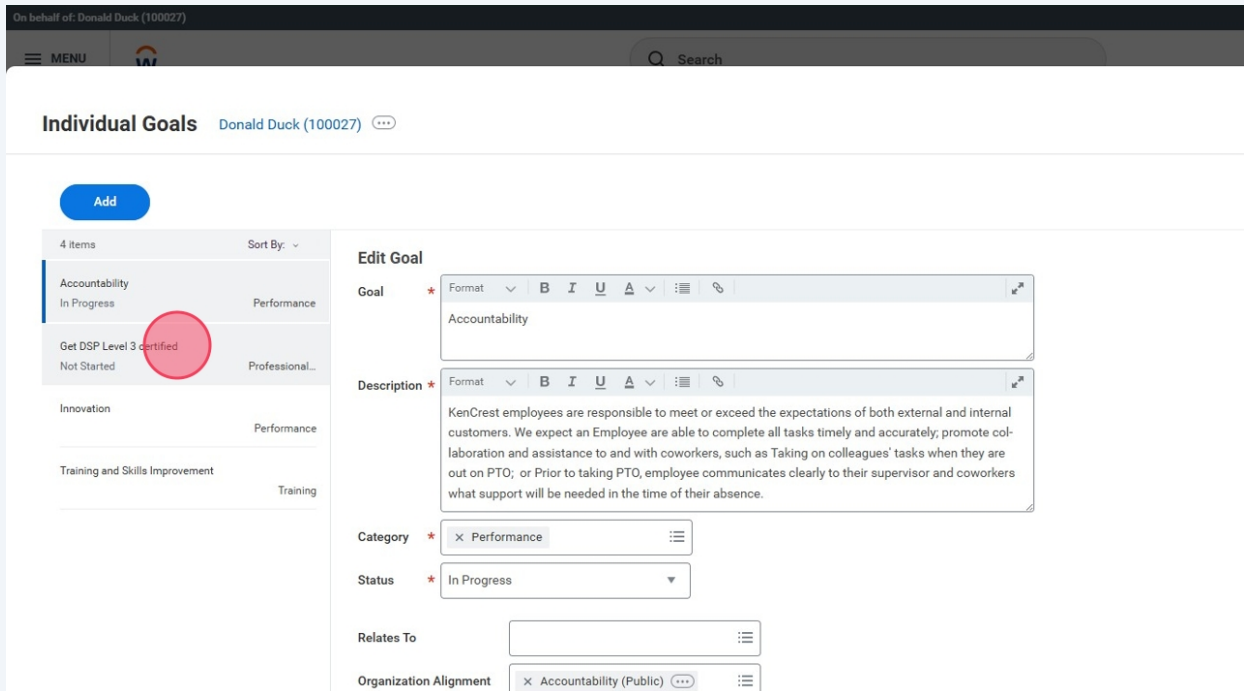

3   Click on "Performance"

4 Click on the "Edit" button.

5 Click on the goal you want to edit. In this example, we are editing the goal "Get DSP Level 3 certified".

6 Click in the text box for the item(s) you want to edit and make edits / updates.

7 When all edits have been made Click "Submit". This will send the goal to your supervisor for approval.

⚠ Alert! You are unable to make any added changes to the goal until your supervisor has approved your submitted changes.