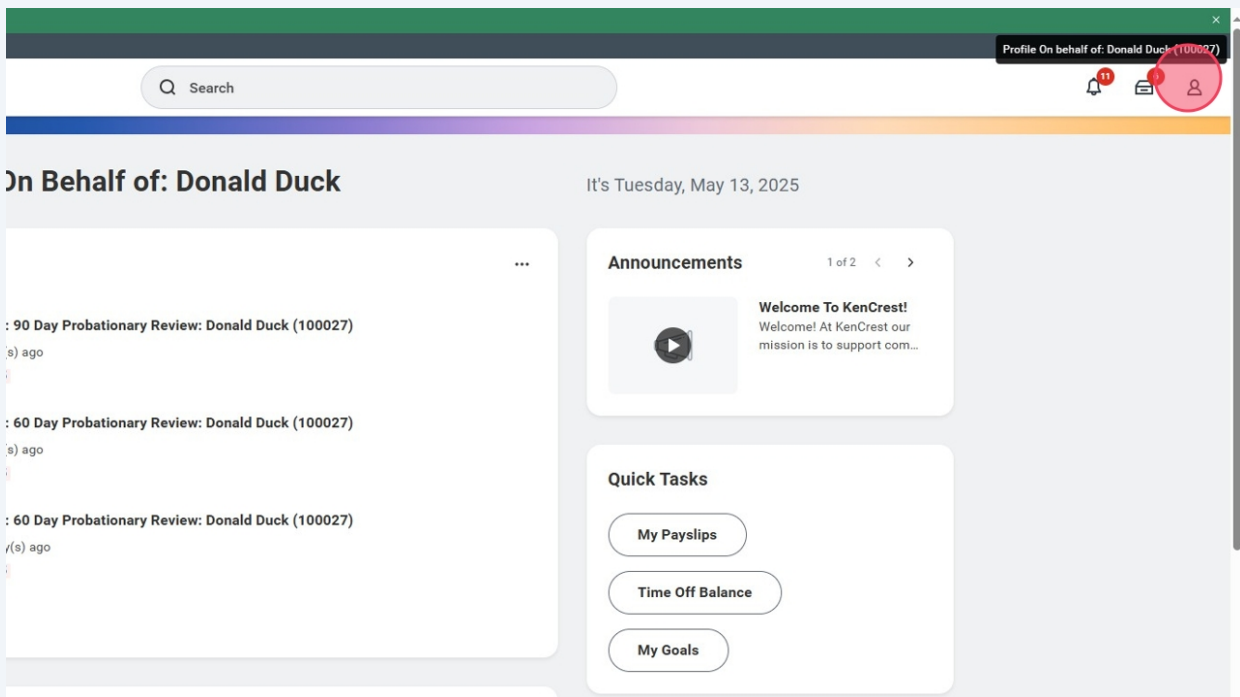


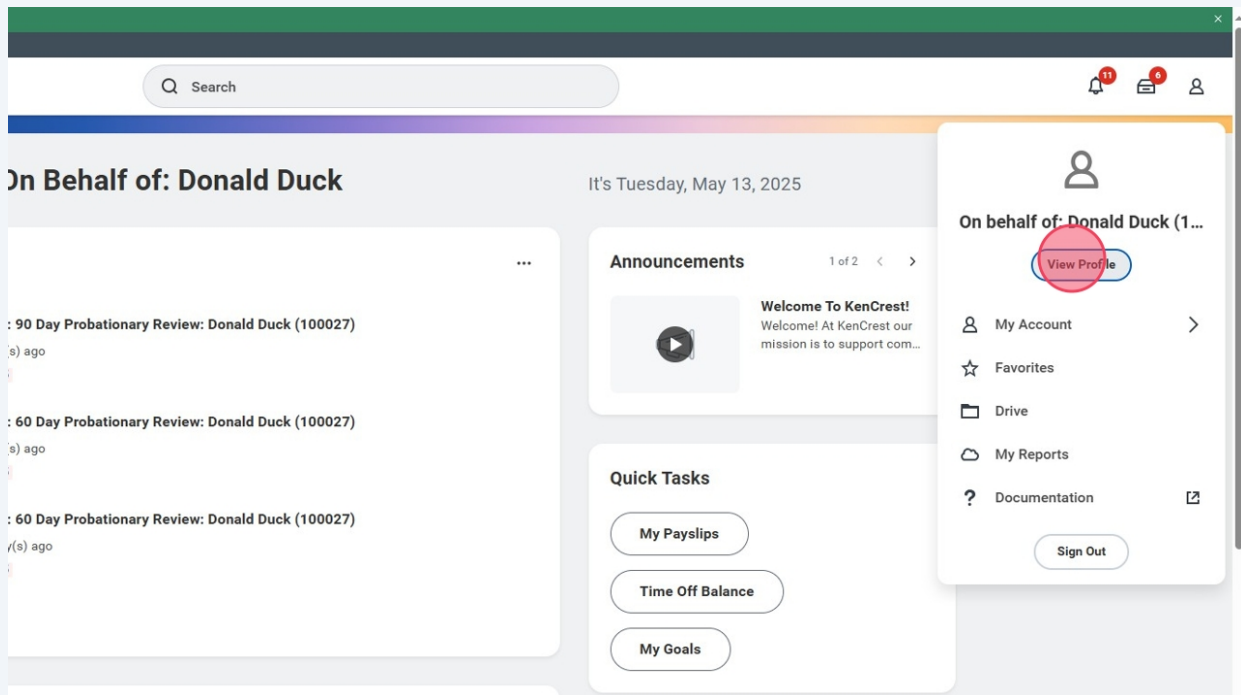
Editing Goals in Workday for Employees

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.

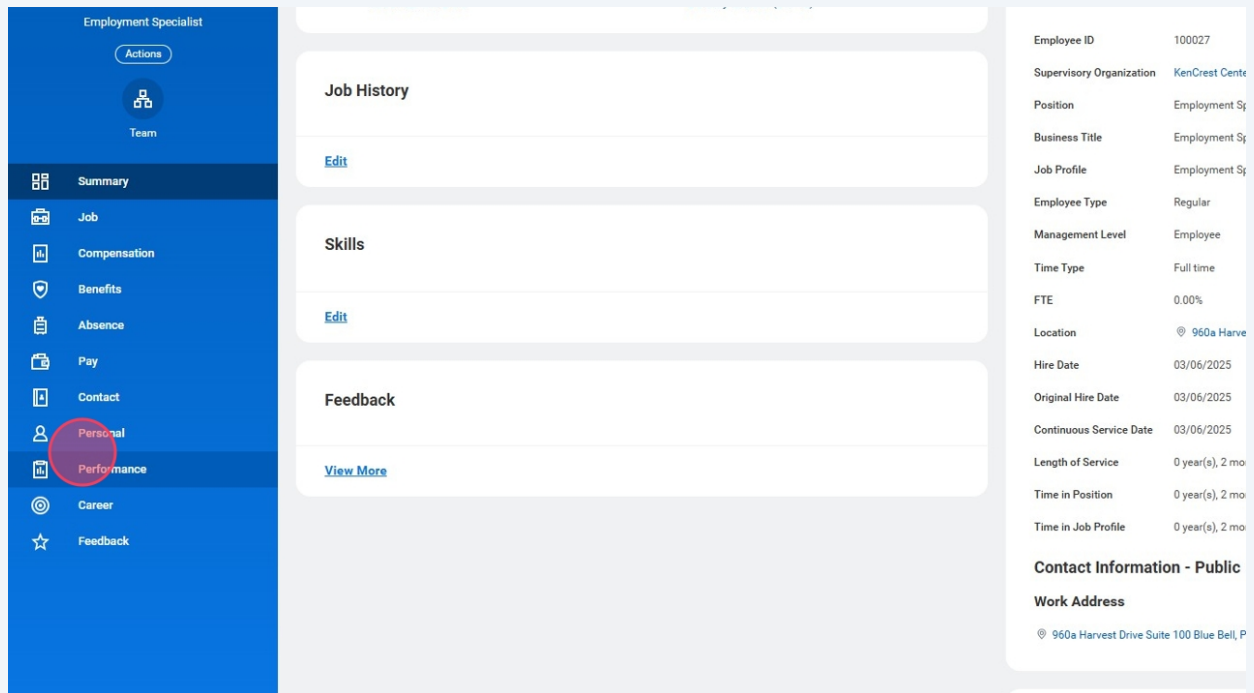
- 1 From the Home page on the Workday Click the "Profile" icon to go to your profile.



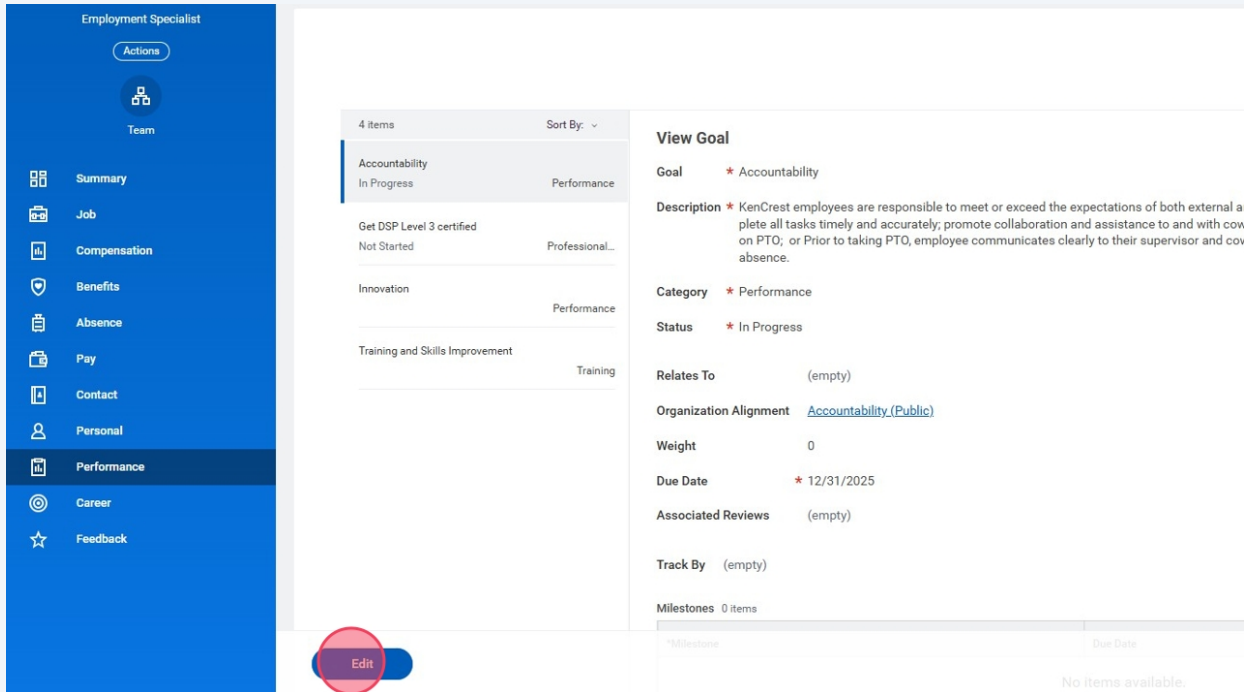
2 Click "View Profile"



3 Click on "Performance"

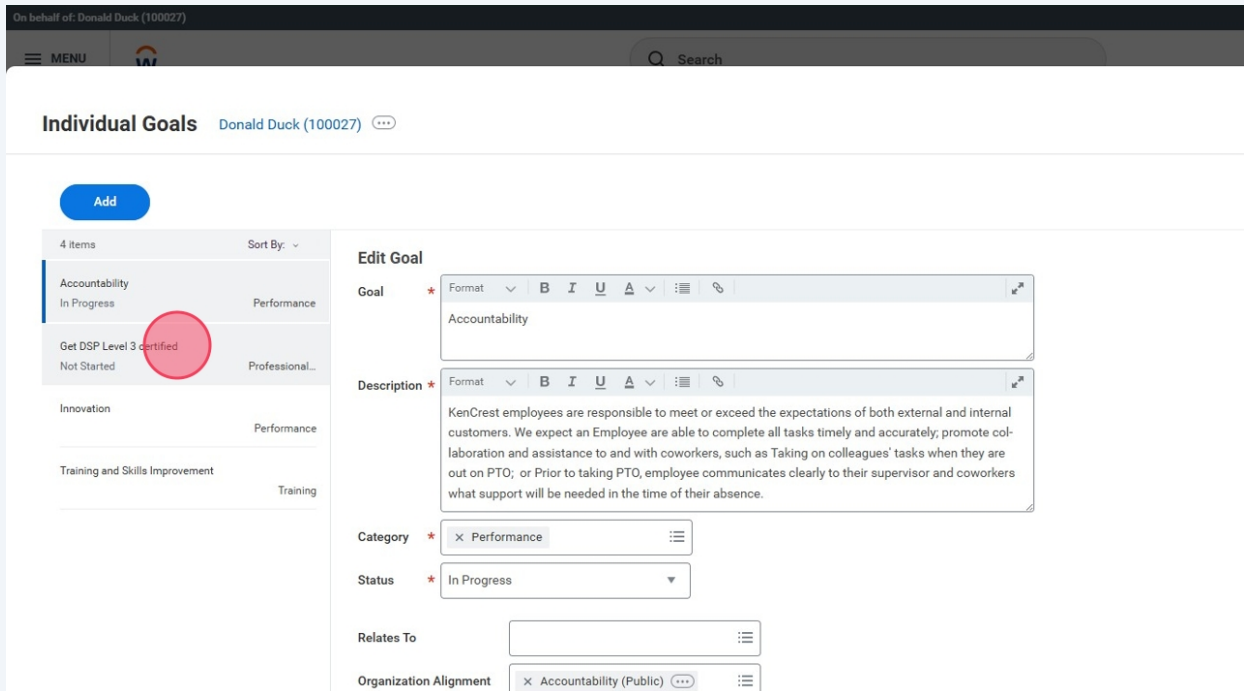


4 Click on the "Edit" button.



The screenshot shows the 'Employment Specialist' interface. On the left is a blue sidebar with a menu including Summary, Job, Compensation, Benefits, Absence, Pay, Contact, Personal, Performance (highlighted), Career, and Feedback. The main content area is divided into two sections. The left section, titled '4 items', lists goals: 'Accountability In Progress' (Performance), 'Get DSP Level 3 certified' (Not Started, Professional...), 'Innovation' (Performance), and 'Training and Skills Improvement' (Training). The right section, titled 'View Goal', displays details for the selected goal: Goal (Accountability), Description (KenCrest employees are responsible to meet or exceed the expectations of both external and internal customers...), Category (Performance), Status (In Progress), Relates To (empty), Organization Alignment (Accountability (Public)), Weight (0), Due Date (12/31/2025), Associated Reviews (empty), and Track By (empty). At the bottom of the 'View Goal' section, there is a table for 'Milestones' with columns for 'Milestone' and 'Due Date', and a message 'No items available.' Below the 'View Goal' section, there is a red 'Edit' button and a blue button.

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



The screenshot shows the 'Individual Goals' page for Donald Duck (100027). The page has a header with 'On behalf of: Donald Duck (100027)', a 'MENU' button, and a search bar. The main content area is divided into two sections. The left section, titled 'Individual Goals', lists goals: 'Accountability In Progress' (Performance), 'Get DSP Level 3 certified' (Not Started, Professional...), 'Innovation' (Performance), and 'Training and Skills Improvement' (Training). The right section, titled 'Edit Goal', displays the details for the selected goal: Goal (Accountability), Description (KenCrest employees are responsible to meet or exceed the expectations of both external and internal customers...), Category (Performance), Status (In Progress), Relates To (empty), and Organization Alignment (Accountability (Public)). The 'Get DSP Level 3 certified' goal is highlighted with a red circle in the list on the left.

6

Organization A	Not Started
	In Progress

7

	*Milestone	Due Date	Status
+			
-	Achieve level certification	10/31/2025	Not Start
-	Achieve Level 2 certification	09/05/2025	In Progress
-	Achieve level 1 certification	08/01/2025	Complete



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