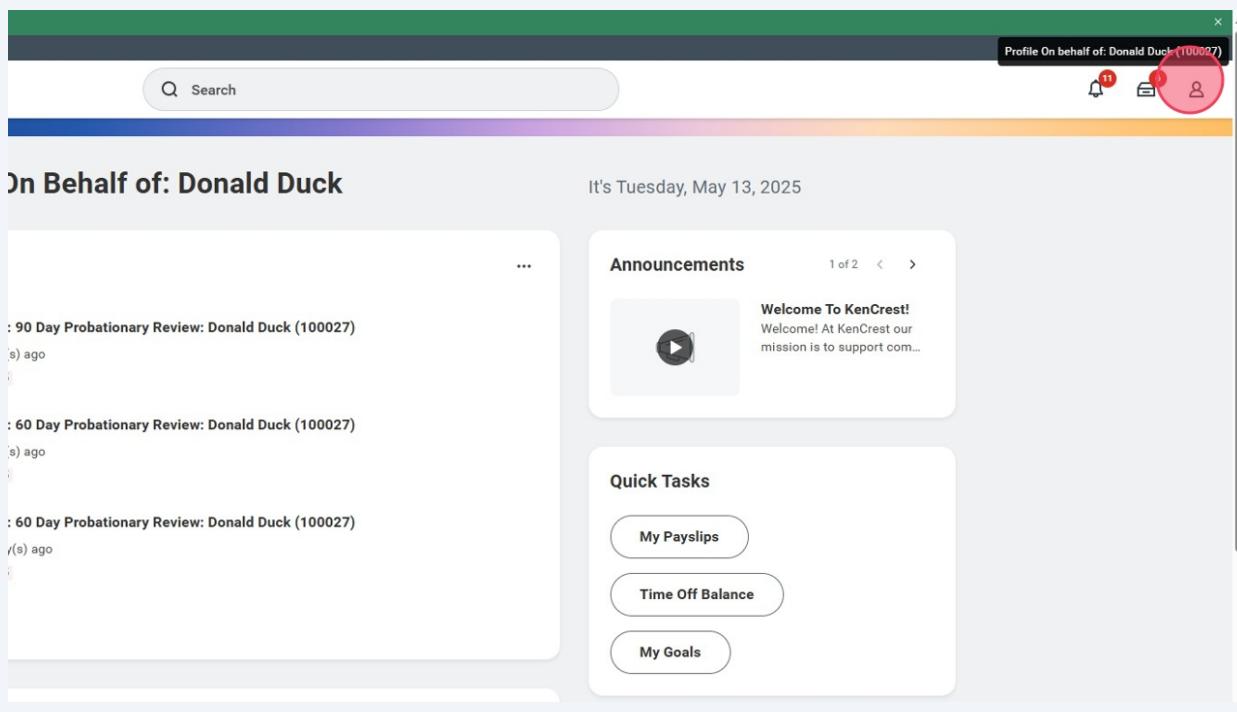


Editing Goals in Workday for Employees

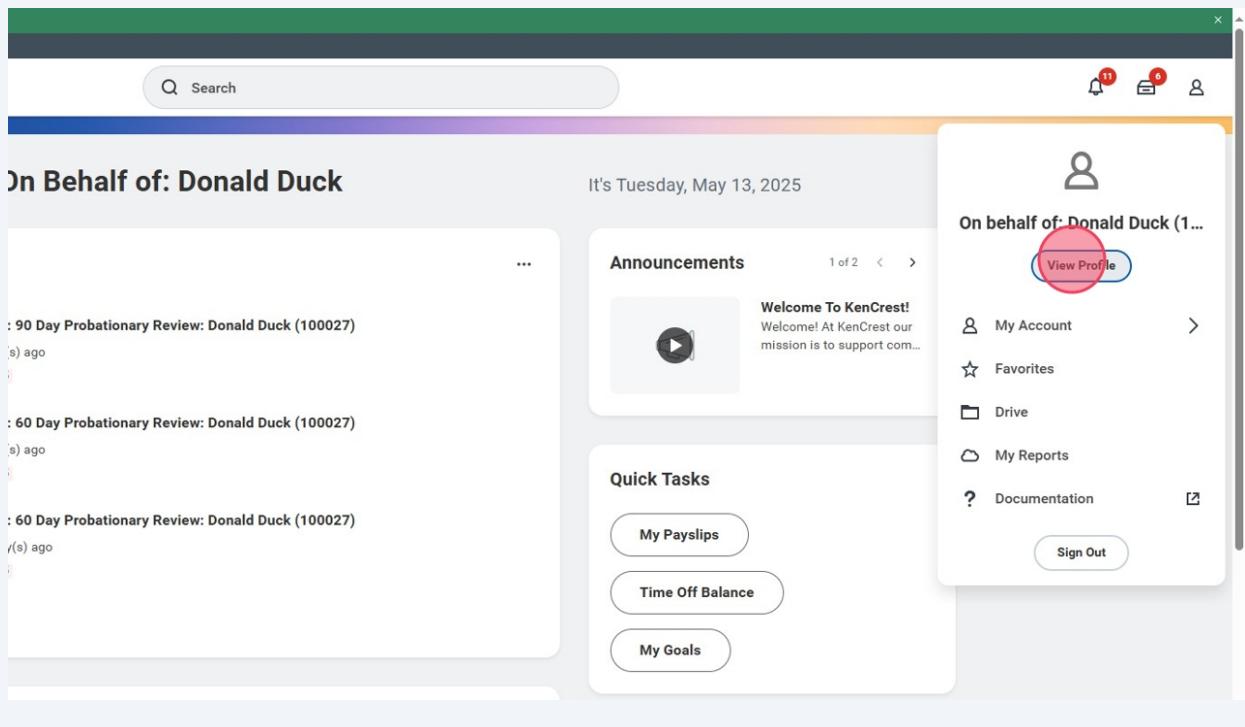


This guide provides a step-by-step approach to editing previously created goals in Workday, ensuring you effectively manage your professional development. By following these instructions, you can easily update your goals and track your progress towards goal achievement.

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

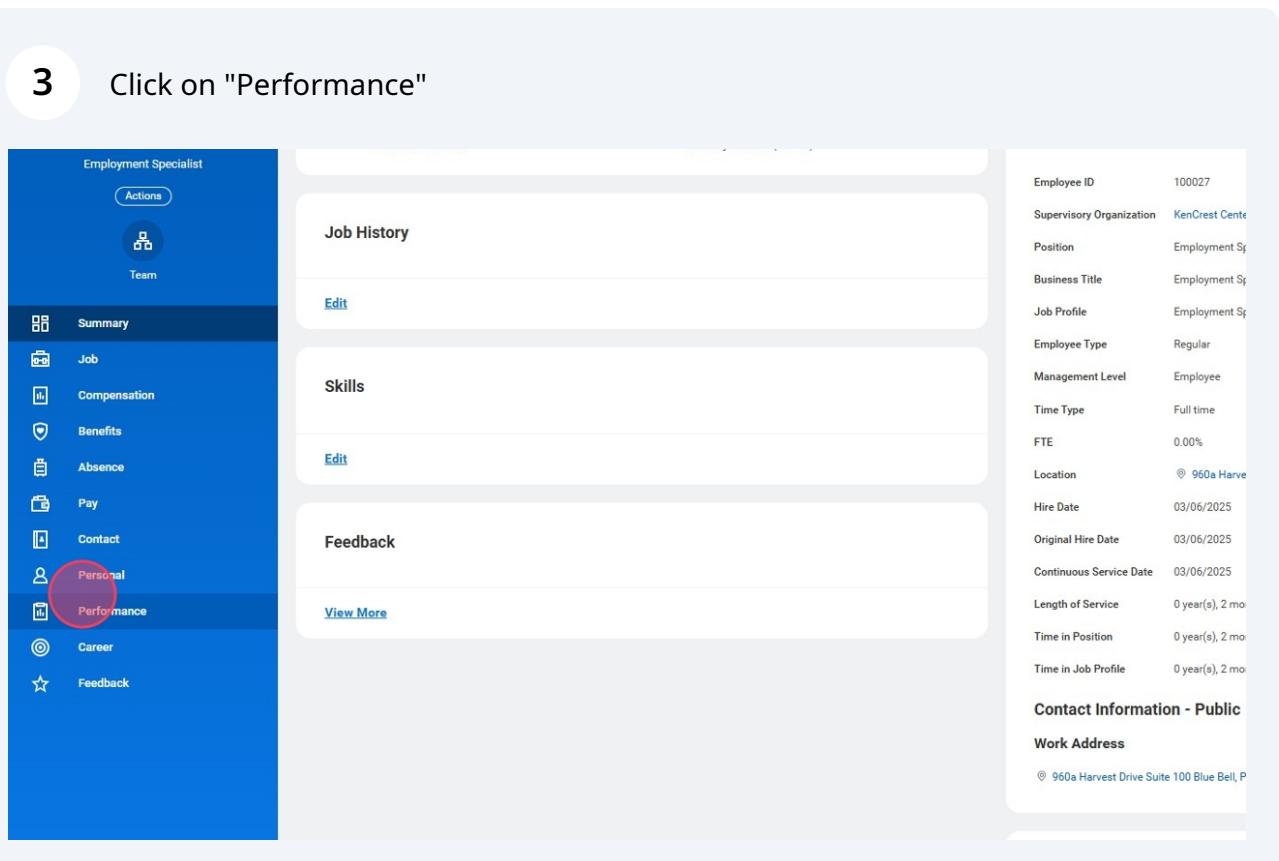


2 Click "View Profile"



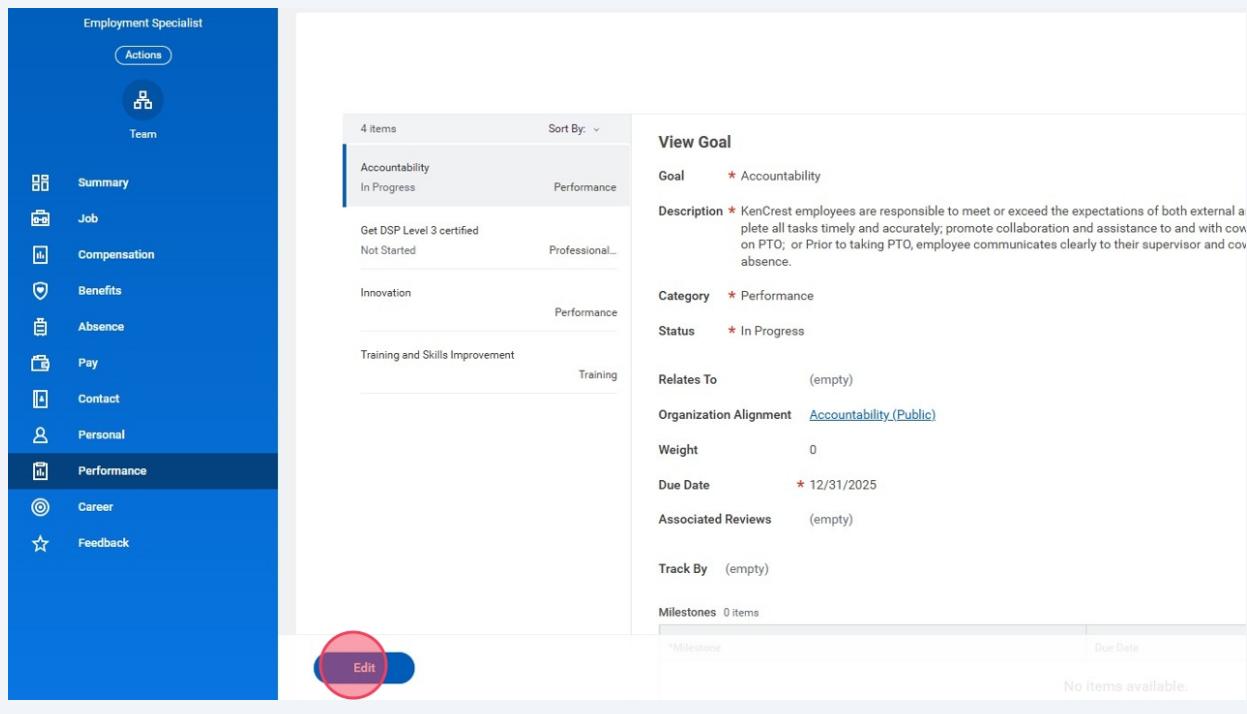
The screenshot shows a web-based application interface. At the top, there is a navigation bar with a search bar, a notification bell icon with '11' notifications, an envelope icon with '6' messages, and a user profile icon. The main content area has a header 'On Behalf of: Donald Duck' and a date 'It's Tuesday, May 13, 2025'. Below this, there are several sections: 'Announcements' (with a video thumbnail and text 'Welcome To KenCrest!'), 'Quick Tasks' (with buttons for 'My Payslips', 'Time Off Balance', and 'My Goals'), and a sidebar on the right with links like 'My Account', 'Favorites', 'Drive', 'My Reports', 'Documentation', and a 'Sign Out' button. The 'View Profile' button in the top right corner is highlighted with a red circle.

3 Click on "Performance"



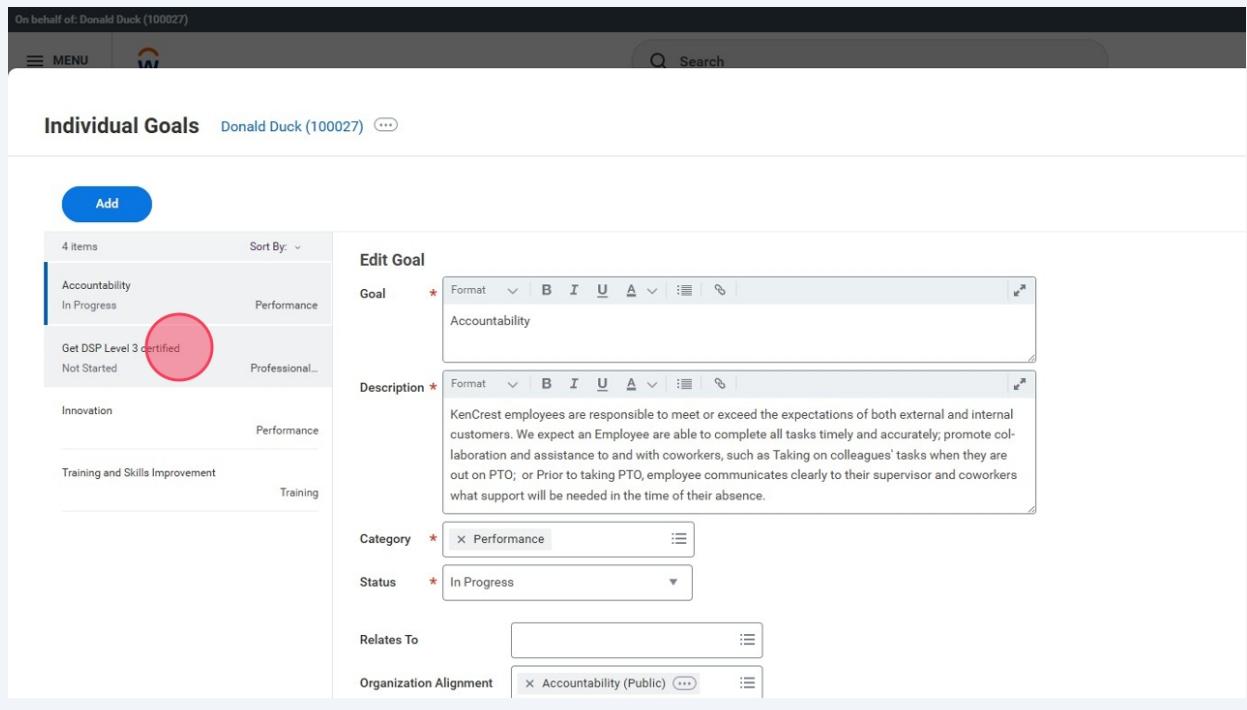
The screenshot shows a software application interface with a sidebar on the left containing various tabs: 'Actions', 'Team', 'Summary', 'Job', 'Compensation', 'Benefits', 'Absence', 'Pay', 'Contact', 'Personal' (which is highlighted with a red circle), 'Performance' (which is also highlighted with a red circle), 'Career', and 'Feedback'. The main content area has sections for 'Job History' (with an 'Edit' button), 'Skills' (with an 'Edit' button), and 'Feedback' (with a 'View More' button). To the right, there is a detailed employee profile for Employee ID 100027, including fields like Supervisory Organization (KenCrest Center), Position (Employment Sr), Business Title (Employment Sr), Job Profile (Employment Sr), Employee Type (Regular), Management Level (Employee), Time Type (Full time), FTE (0.00%), Location (960a Harvest Drive), Hire Date (03/06/2025), Original Hire Date (03/06/2025), Continuous Service Date (03/06/2025), Length of Service (0 year(s), 2 months), Time in Position (0 year(s), 2 months), and Time in Job Profile (0 year(s), 2 months). There is also a 'Contact Information - Public' section and a 'Work Address' section.

4 Click on the "Edit" button.



The screenshot shows the KenCrest software interface. On the left, a sidebar menu for 'Employment Specialist' lists various categories: Summary, Job, Compensation, Benefits, Absence, Pay, Contact, Personal, Performance (which is selected and highlighted in dark blue), Career, and Feedback. The main content area is titled 'View Goal' and displays a list of goals. One goal, 'Get DSP Level 3 certified', is highlighted with a red circle. Below the list, there is a large 'Edit' button, also highlighted with a red circle.

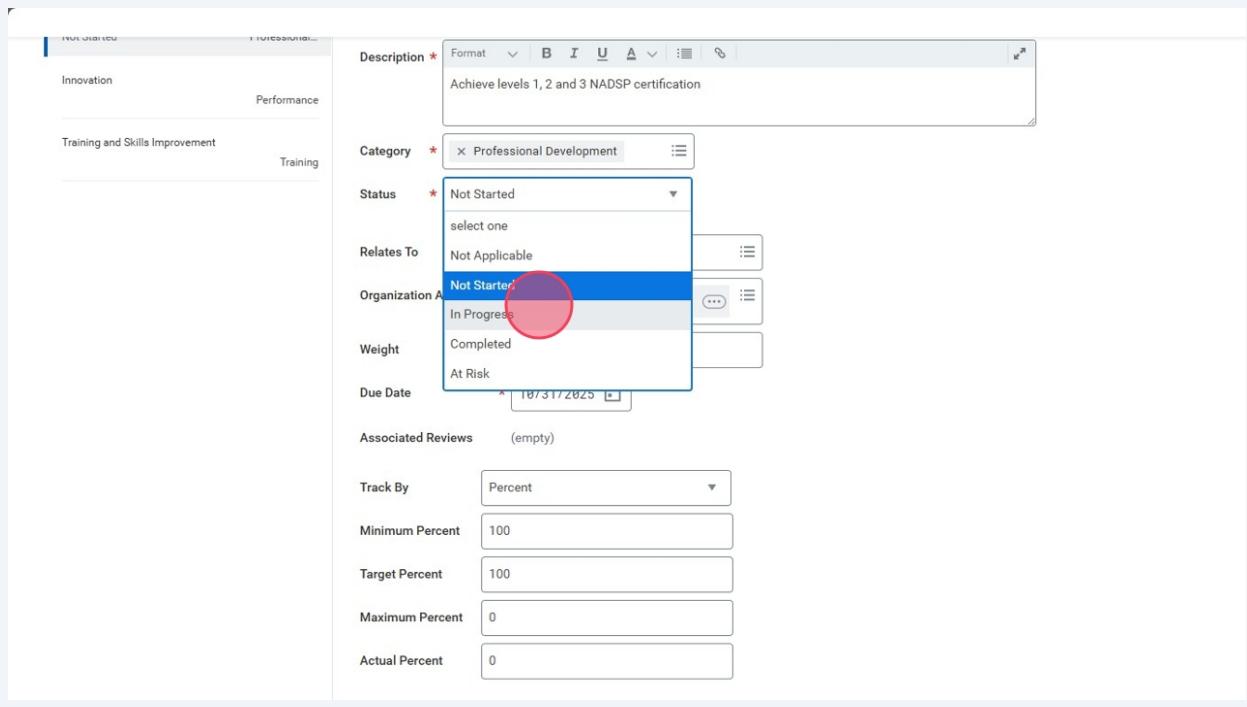
5 Click on the goal you want to edit. In this example, we are editing the goal "Get DSP Level 3 certified".



The screenshot shows the 'Individual Goals' page for Donald Duck (100027). The left sidebar shows a list of goals, with 'Get DSP Level 3 certified' highlighted with a red circle. The main content area is titled 'Edit Goal' and contains a form with the following fields:

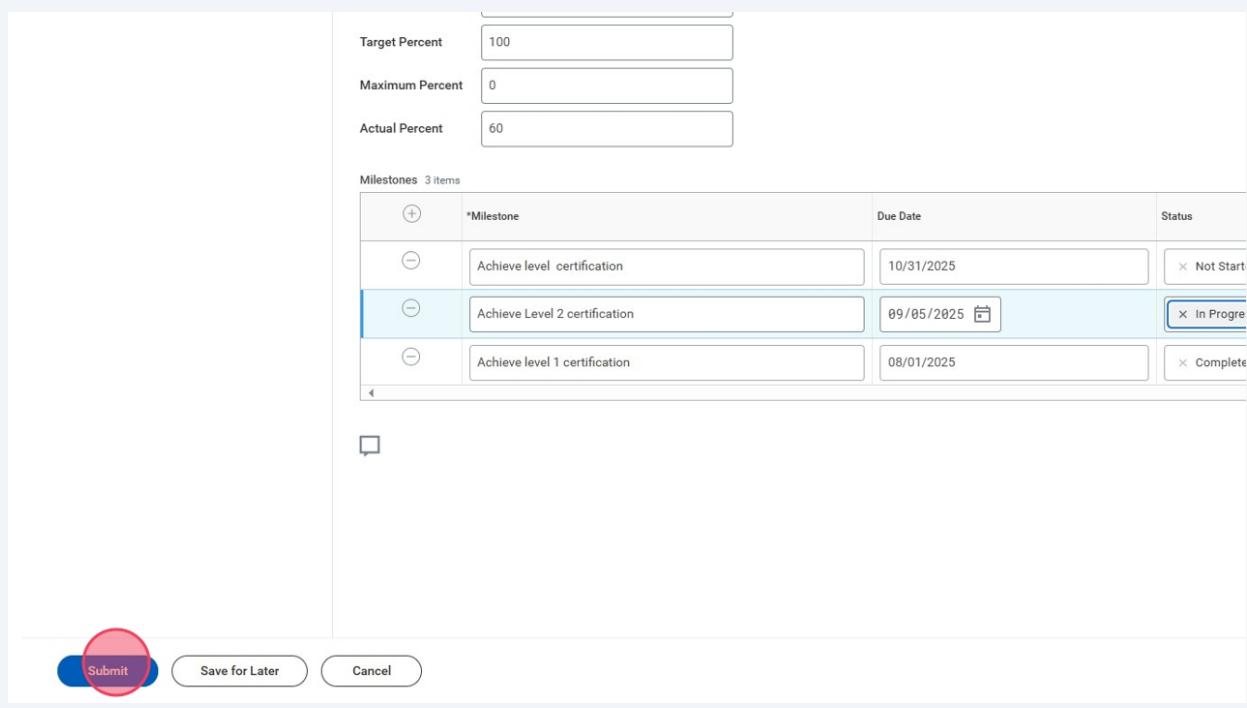
- Goal:** Accountability
- Description:** KenCrest employees are responsible to meet or exceed the expectations of both external and internal customers. We expect an Employee are able to complete all tasks timely and accurately; promote collaboration and assistance to and with coworkers, such as Taking on colleagues' tasks when they are out on PTO; or Prior to taking PTO, employee communicates clearly to their supervisor and coworkers what support will be needed in the time of their absence.
- Category:** Performance
- Status:** In Progress

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



The screenshot shows a software interface for managing goals. On the left, there are two tabs: 'Innovation' and 'Performance'. The 'Performance' tab is selected. On the right, there are several input fields and a dropdown menu. The 'Description' field contains the text 'Achieve levels 1, 2 and 3 NADSP certification'. The 'Category' dropdown is set to 'Professional Development'. The 'Status' dropdown is open, showing options: 'Not Started' (selected and highlighted with a red circle), 'select one', 'Not Applicable', 'In Progress', 'Completed', and 'At Risk'. The 'Relates To' field is empty. The 'Organization A' field is also empty. The 'Due Date' field shows '10/31/2025'. Below these are sections for 'Associated Reviews' (empty), 'Track By' (Percent), and performance metrics: 'Minimum Percent' (100), 'Target Percent' (100), 'Maximum Percent' (0), and 'Actual Percent' (0).

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



The screenshot shows a software interface for managing goals. On the left, there are sections for 'Target Percent' (100), 'Maximum Percent' (0), and 'Actual Percent' (60). Below these is a 'Milestones' section with a table containing three items:

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

At the bottom left, there are three buttons: 'Submit' (highlighted with a red circle), 'Save for Later', and 'Cancel'.



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