Create and Update Performance Objectives

Role:

- Associate
- Manager

Why would I do this?

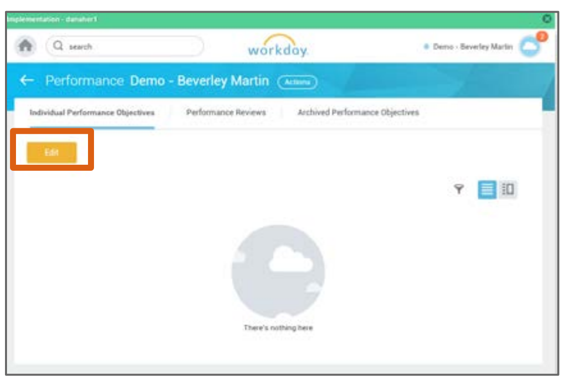
- To capture the Associate's performance objectives in the system. A Manager may also cascade performance objectives to an Associate (see QRG Cascade Performance Objectives).

What do I need to know?

- Performance Objectives are set at the beginning of the year as part of Performance for Growth (P4G). At the end of the year Associates are evaluated against these objectives.
- The Manager can edit or cascade performance objectives.
- The status of Performance Objectives can and should be updated throughout the year.

How do I do it?

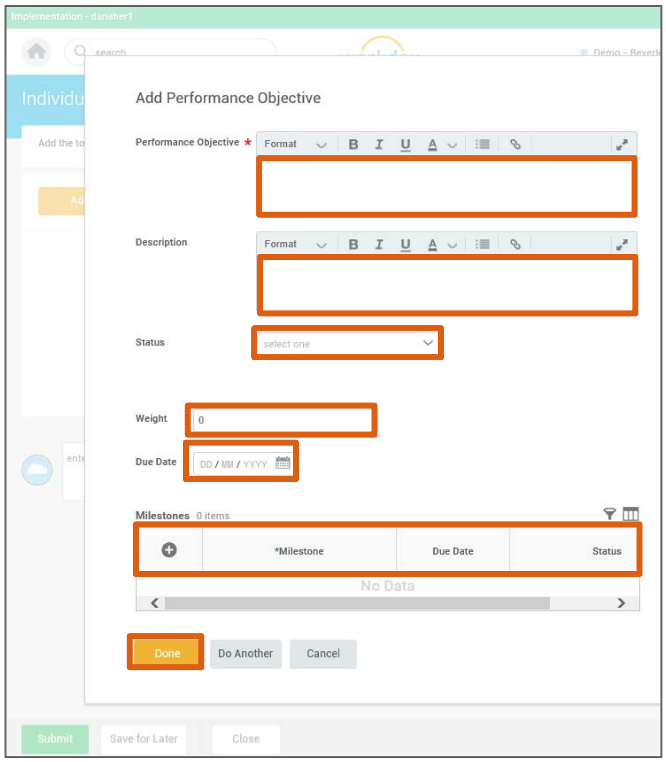
1. Login to Workday and click the picture at top right corner of the screen.
2. Select **View Profile** from the drop-down menu that appears.
3. On the profile page, select the **Performance tab** to add new performance objectives.
4. Click **Edit** to edit the existing information on **Individual Performance Objectives** or to create and add new performance objectives to the profile.



5. Click **Add** on **Individual Performance Objectives** page to add new performance objectives.
6. On **Add Performance Objectives** page, enter the following information:
   - **Performance Objective:** Provide a short description of the Performance Objective using key words
   - **Description:** Please provide a SMART description for every objective.
     - S = Specific. Provide a clear description of what needs to be achieved.
     - M = Measurable. Describe the output of the objective in terms of quality or quantity.
     - A = Actionable. Describe how this goal can be achieved.

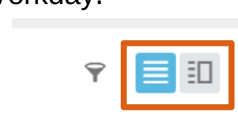
- R = Relevant. Ensure the goal contributes to the overarching goals of the team, department and OpCo.
- T = Time based. Indicate a target date for the objective to be completed. This can be entered under “Due Date”.

- **Status:** Indicates the completion level of a performance objective
- **Weight:** Each objective should have a minimum weight of 20% and the total weight of all objectives cannot be more than 100%.
- **Due Date:** Indicate a target date for the objective to be completed.
- **Status:** Select the status that best reflects the progress of the objective.
- **Milestone:** More detailed milestones can be provided if desired. A milestone is a significant stage or event within your overall objective.

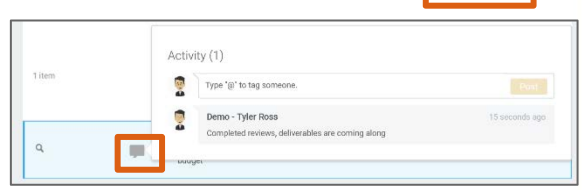


7. Click **Done** after adding the performance objective.
8. Click **Submit** after ensuring that all information entered is correct.
9. The green **check mark** indicates that a performance objective has been created in Workday.

Tip: You can change the view of your objectives, based upon your personal preference.



Throughout the year, comments on the status of performance objectives can be added, which can then be used during annual reviews.



What happens after this?

- The Manager receives a notification.
- The Manager can edit the performance objectives created by associate.
- At the end of the year the Associate is evaluated against the performance objectives in Workday.