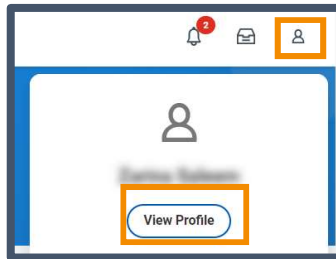# Creating an Individual Goal in Workday

Purpose

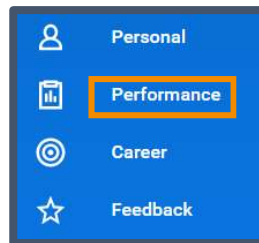This job aid provides step-by-step instructions on how to create individual goals in Workday.

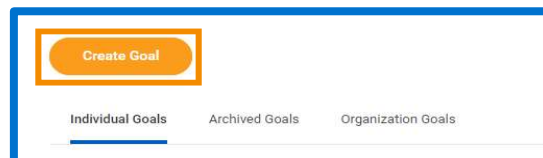Create and review an individual goal
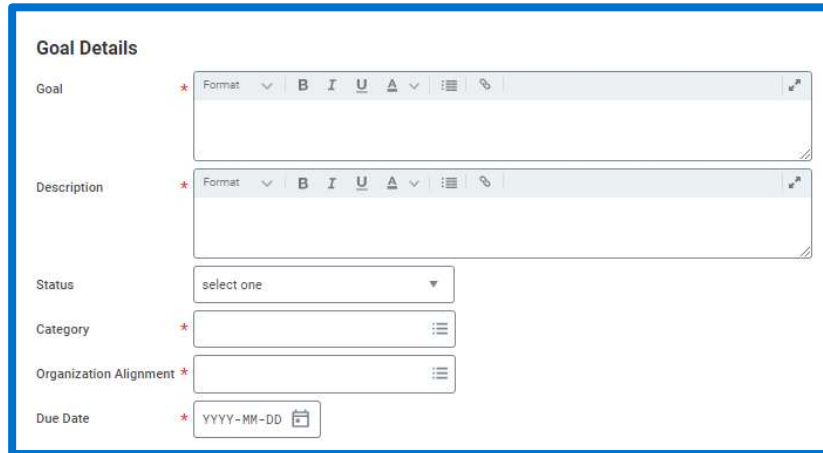
1. Select **'View Profile'** from the pop-up menu.

2. Select '**Performance**'

3. Select '**Create Goal**' from the top menu.

4. Enter the title of the goal and any subsequent information in fields. *All fields are mandatory.*
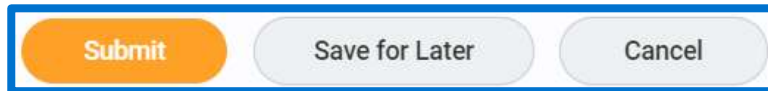
Goal Details

Goal	*	Format ∨ | B *I* U A ∨ | ☰ | ⬚
Description	*	Format ∨ | B *I* U A ∨ | ☰ | ⬚
Status		select one ▼
Category	*	☰
Organization Alignment	*	☰
Due Date	*	YYYY-MM-DD 📅

5. Once you complete the information you will have the following 3 options:

   a. '**Submit**': This will submit your goal and generate a Workday notification to your manager that a goal has been submitted and requires their approval. You must **Submit** each goal individually.
   b. '**Save for Later**': This will save your goal as a draft for further completion.
   c. '**Cancel**'

[Submit]   [Save for Later]   [Cancel]

6. Once a goal has been approved by your Manager, you will receive a Workday notification of the approval.

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