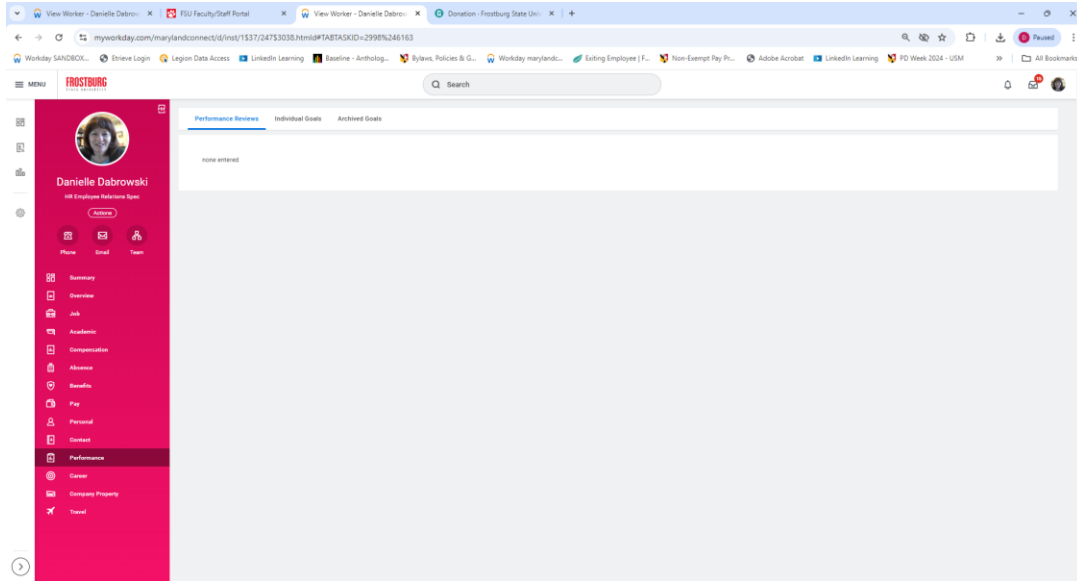


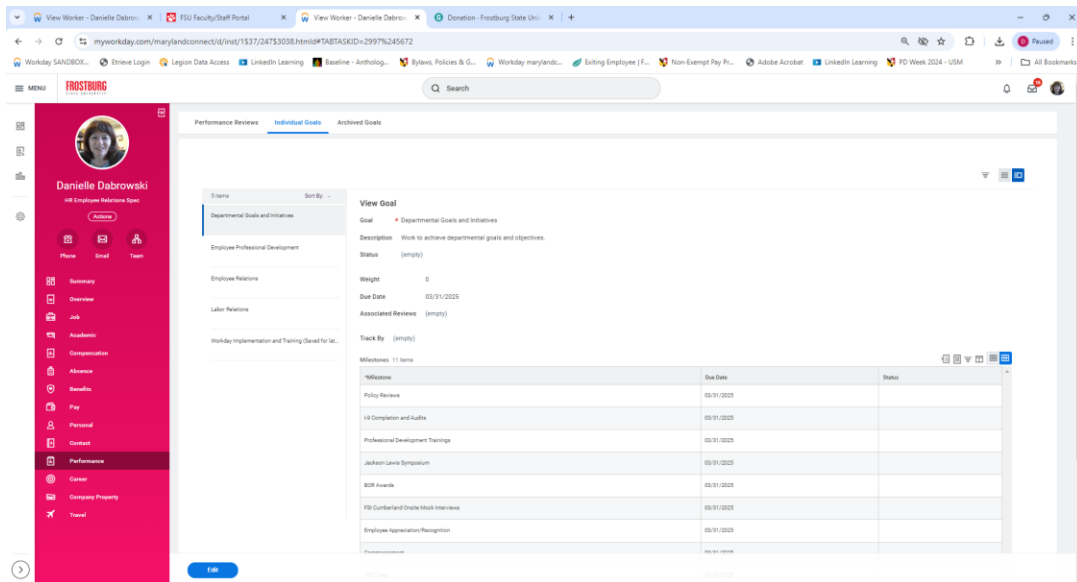
From the FSU homepage, sign into Workday through the Staff/Faculty Portal



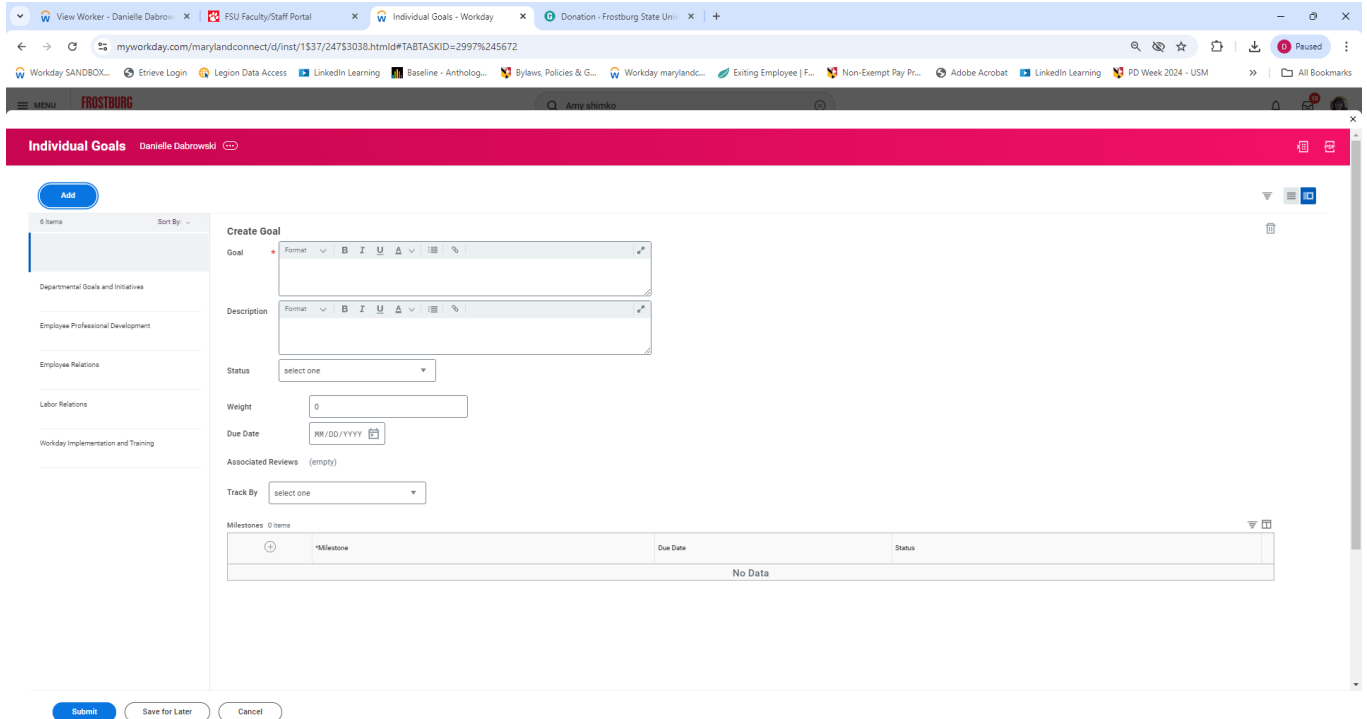
From the homepage, go to the employee profile or to your own profile and click on Performance on the left side navigation bar.



Select the "Individual Goals" tab. In the image below, you can see that there are 5 goals already entered into Workday.



To add a goal to the employee, click on the edit button, then select the “Add” button:



Complete the fields:

Goal: Trainings

Description: Complete Workday trainings for Supervisors

Status: Not Required

Weight: Not Required

Due Date: March 31, 2025 (03/31/2025)

Track By: Not Required

Milestones: Click on the “+” to add a row. (Milestones are used to show the responsibilities and tasks that will enable the employee to accomplish the goal)

1. Provide Supervisors Workday Training for Performance Management Program (PMP)
2. Provide Supervisors Workday Training for Performance Improvement Plan (PIP)
3. Provide Supervisors Workday Training for Disciplinary Actions
4. Provide Supervisors Workday Training Entering Goals
5. Provide Faculty and Staff Customer Service Training

When finished adding goals and milestones, click on the save for later icon. The submit button should be used only when completing the actual Performance Review.