Workday ESS Goal Setting
Quick Reference Guide

Logging in at a store or shared company computer
Click the Workday icon on your desktop to get started:

Logging in anywhere else
Point your web browser to: https://discounttire.okta.com

Use your employee ID number to log in.
Forgot your password? Follow on-screen instructions if you need help signing in.

Adding/Editing Goals at Any Time

Add Goals/Areas of Responsibility (AOR)

NOTE: You can add/edit a goal for yourself in Workday at any time.

Goals added will be automatically pulled into your Annual Review (based on the goal's status and due date) for both you and your Manager to rate and comment on during the Annual Review process.

1. Select **Performance** from the Workday homepage.

2. Select **Goals/Areas of Responsibility (AOR)**, from the **View** menu on the **Performance** page.

3. To add a new goal, click **Edit** at the bottom of the screen and then click **Add** at the top of the resulting screen.
   - Enter the title of the goal into the **Goal/AOR** text box.
   - Enter the Goal Description using the SMART Method to help you identify and track it over (possibly) multiple review periods until completion.
   - Individual Contributors should select one of the top two goal categories. Assistant Managers and above have an additional goal category that focuses on developing your people.
   - Assign status and due date.

4. When finished, click **Submit** at the bottom of the screen.

5. If you want to add another goal, repeat the process in step 3.

6. Any goals you add or edit will be sent to your Manager's Inbox for approval.

7. If you have previously created goals, your existing **Goals/AORs** will populate on the screen under the tab **Individual Goals/Areas of Responsibility (AOR);** you can begin editing them directly from this screen.

Contact: Please contact Human Resources with questions or concerns at HR_General@discounttire.com.

Provided by: Human Resources
Designed by: HR – LS

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