



Workday MSS Employee 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.

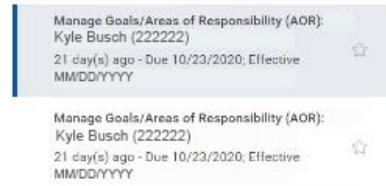
Forgot your password? Follow on-screen instructions if you need help signing in.



Manage Goals: Review and Approve

Any goals your employee submits will be sent to your Workday Inbox for approval.

1. Go to your Workday Inbox and click the **Manage Goals/Areas of Responsibility(AOR)** task in the **Action** column (on the left).



2. Review each Goal submitted by the employee.

- a. If you approve of the content of the employee's goals, click **Approve**.
- b. **OPTIONAL:** You can send the Goals back to the employee to make further edits. Simply click **Send Back**, enter your suggested edits and click Submit. The goal will once again be in the employee's inbox to **Review and Approve**.

ApproveSend Back

If necessary, click the edit button  to make revisions.

You can also add new **Goals/AORs** on an ad hoc basis. See the steps for **Add/Edit Employee Goals at Any Time** below.

Edit Goal/Area of Responsibility (AOR)

Goal/Area of Responsibility (AOR) *

Normal **B** **I** **U** **A** **Normal** Recruit and train two marketing assistants.

Description Normal **B** **I** **U** **A** Work with the recruiting team to find fresh talent for the department with-in 90 days (01/01/2019)

Category Aligning with Core Values (IOOGA)

Status In Progress

Due Date 01 / 01 /YYYY 

3. To add additional goals for the employee, click **Add**.
4. When finished reviewing/adding/editing the Goals/AORs, click **Next** at the bottom of the screen.
 - a. When you approve of the content of the employee's goals, click **Submit**.

Add/Edit Employee Goals at Any Time

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



2. Choose **View Goals/ Areas of Responsibility (AOR)** under the Goals section.



3. Click and choose **My Team**.



4. Choose the employee from the dropdown list and click **OK**.

5. The default screen under this tab will show all Goals/AORs assigned to this employee: Goals that you assigned to them and Goals they have set for themselves. Click **Edit** at the bottom of the screen to begin adding or editing goals.

6. Choose a goal from the list on the left to begin modifying it. You may change the Goal/AOR title, description, category, status and due date, just as you do in adding a new Goal/AOR.

7. To add a new goal, simply click **Edit**, then **Add** at the top of the screen.

- Enter the title of the goal into the **Goal/AOR** text box.
- Enter the Goal Description using the SMART Method to help your employee identify and track it over (possibly) multiple review periods until completion.
- Assign a goal category, status, and due date.

Edit Goal/Area of Responsibility (AOR)

Goal/Area of Responsibility (AOR) *	Normal <input type="button" value="▼"/> <input checked="" type="button" value="B"/> <input type="button" value="I"/> <input type="button" value="U"/> <input style="background-color: #0070C0; color: white;" type="button" value="A"/> <input type="button" value="▼"/> <input type="button" value=":"/> <input type="button" value=""/> <input type="button" value=""/>
Recruit and train two marketing assistants.	
Description	Normal <input type="button" value="▼"/> <input checked="" type="button" value="B"/> <input type="button" value="I"/> <input type="button" value="U"/> <input style="background-color: #0070C0; color: white;" type="button" value="A"/> <input type="button" value="▼"/> <input type="button" value=":"/> <input type="button" value=""/> <input type="button" value=""/>
Work with the recruiting team to find fresh talent for the department with-in 90 days (01/01/2019)	
Category	<input type="button" value="X"/> Aligning with Core Values (IOOGA) <input type="button" value=":"/>
Status	<input type="button" value="In Progress"/> <input type="button" value="▼"/>
Due Date	01 / 01 / YYYY <input type="button" value=""/>

8. When finished, click **Submit**. Any Goal you add or edit will be sent to the employee for their review and approval.

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