



Cascade Goals

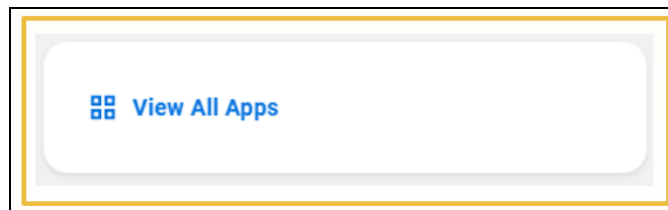
Overview

Cascading a goal allows you to assign the same goal to a group of employees. The cascaded goal for each employee is independent of copies of the same cascaded goal for other employees. You can prevent editing so recipients can't change the goal details.

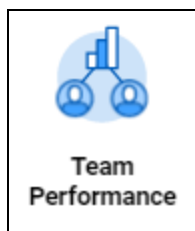
Cascade Goals

Security Role(s): Managers, Talent Administrator, Talent Partner, Talent Pool Manager

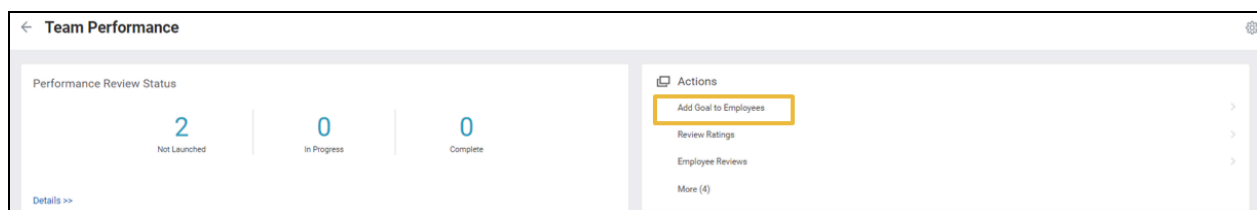
1. From the Workday Landing Page, select **View All Apps**.



2. Select the **Team Performance** application.



3. Select the action **Add Goal to Employees**.



4. Managers will select if they want to:

- a. **Create New Goal, or Copy Existing Goal**

They have ability to assign to:

- b. specific **Employees** or **Organizations** that they manage
- c. **Subordinate organizations** can be selected (this will select ALL subordinate organizations)

Select **OK**.

Note: The Assign To options are multi-select. If a manager creates a goal applicable to two members of their team, they can assign to both through this one step. They can also be assigned by organizations to easily assign to an entire team/department.

Add Goal to Employees

☒ Create New Goal **A**

☐ Copy Existing Goal

Assign To

Employees

Organizations: Accounting Services **B**

Include Subordinate Organizations ☐ **C**

OK Cancel

5. As the manager creates the goal, they can see/select:

- a. **Number of employees it will be Assigned To**
- b. **Goal**
- c. **Due Date**
- d. **Editable** - Whether or not a goal should be editable by the employee

Select **Submit**.

Add Goal to Employees

Assign To: 4 **A**

Goal **B**: Complete internal and external audits for all student services organizations by the end of the fall semester.

Description:

Category: Job Outcome

Due Date: 12/31/2022 **C**

Editable: ☒ **D**

Remove

Add

Submit Save for Later Cancel

Remaining Processes

The process will route to the employees to review the goal(s).