



EMPLOYEE SELF-SERVICE USER GUIDE

Entering Your OKRs in Workday



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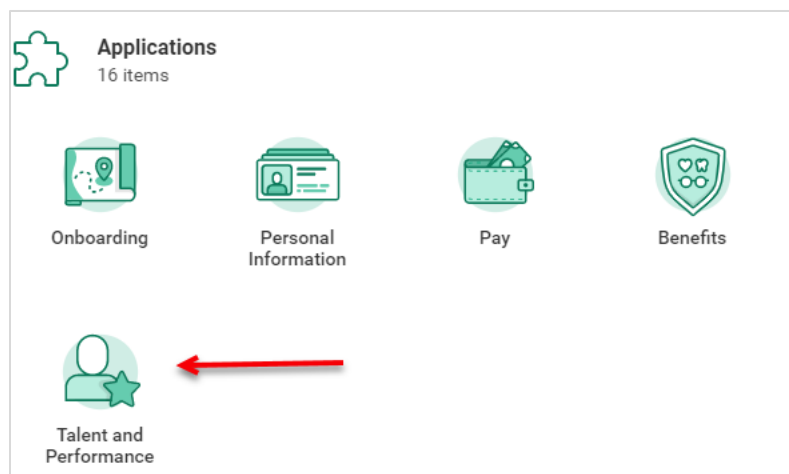
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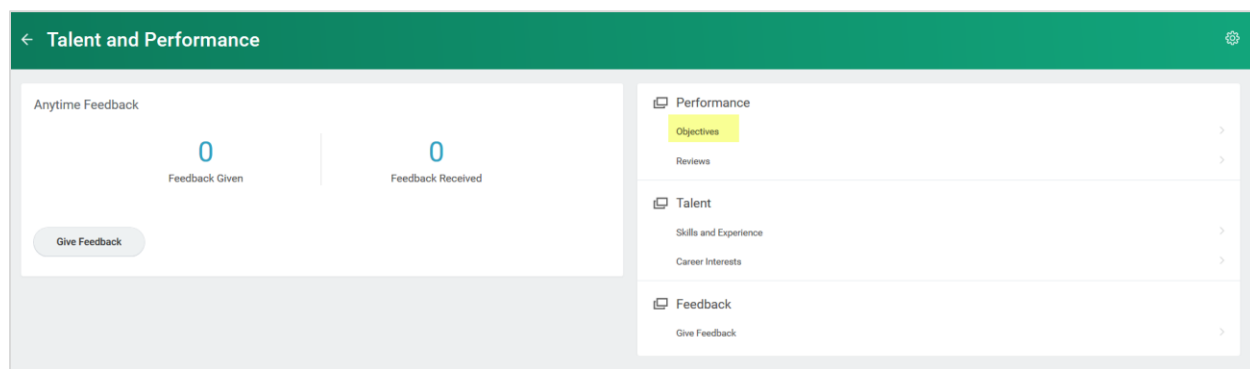
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Entering Your OKRs in Workday

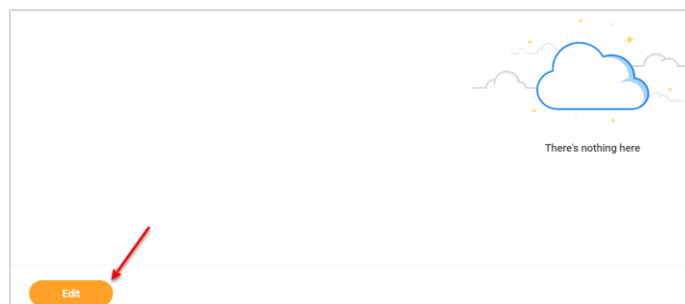
Once you are in Workday, click on the *Talent & Performance* icon under your Applications.



Once you click on the Talent and Performance icon, click on *Objectives* under the Performance section.



If you do not have Objectives already entered in Workday, you will click *Edit* in the bottom left corner.



Then click the *Add* button in the top left corner to begin entering your Objectives.

The screenshot shows the 'Add Objective' form. At the top left is an orange 'Add' button. Below it is a large text area for the objective description. To the right of the text area is a cloud icon with the text 'There's nothing here'. Below the text area is a comment box with the placeholder text 'enter your comment'. At the bottom are three buttons: 'Submit' (orange), 'Save for Later' (grey), and 'Cancel' (grey).

Enter your *Objective*, the current Status and the Objective's Due Date in the top section. This due date may be related to the end of the quarter or the end of the year, depending on how long this objective may take.

Below you will see *Key Results*. Click the + to begin adding your Key Results that align to the Objective identified above. Each Key Result should align to the Quarter you anticipate this Key Result or milestone being In Progress/Completed. You can add Key Results to your objective at any time, this is recommended if your objective spans more than six months.

The screenshot shows the 'Add Objective' form with the 'Key Results' section expanded. The form includes a title bar with an 'Add' button, a text area for the objective, a status dropdown, a due date field, and a table for key results. Callouts provide instructions on how to use the due date and status fields.

Callouts:

- This Due Date should be between 1/1 and 12/31 of the current year.
- This Due Date should relate to the Key Result and the quarter in which this milestone is planned to be met.
- Select a Status for each Key Result. These can be modified as you make progress on each Key Result.

Key Results	3 items
+ Key Result	Due Date
- Key Result #1	03/31/2020
- Key Result #2	06/30/2020
- Key Result #3	06/30/2020

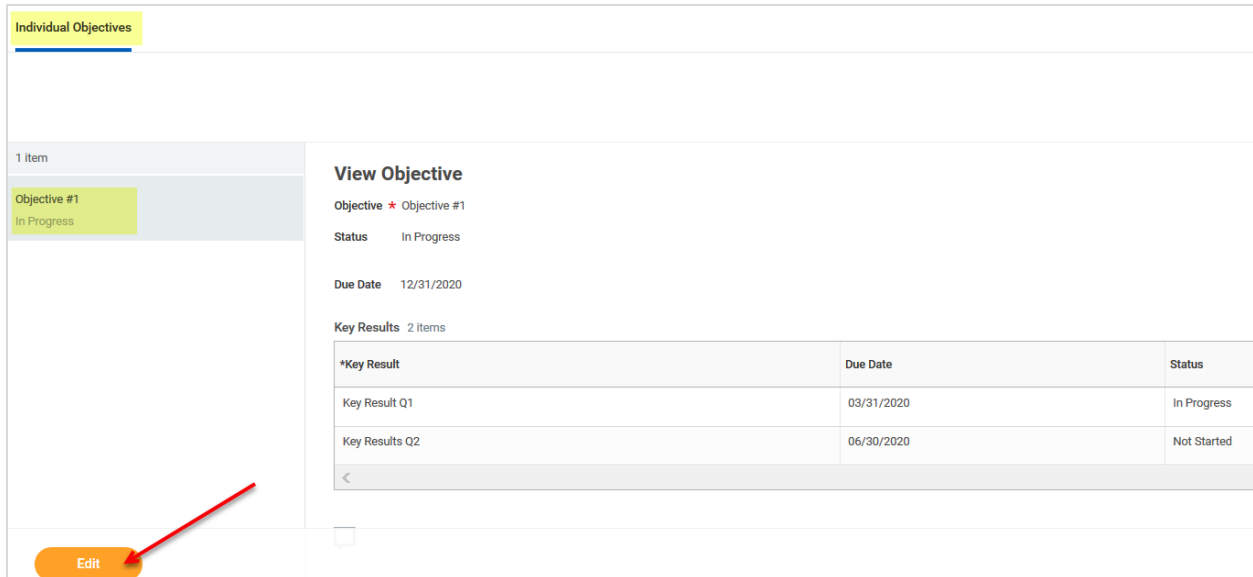
Status Options:

- ☐ Not Started
- ☐ In Progress
- ☐ Completed
- ☐ Incomplete
- ☐ No Longer Applicable

Once you enter all information, click *Submit*. You will see this Objective under your Individual Objectives section.

Editing Your OKR(s)

To edit your OKR(s), navigate to the Individual Objectives tab and select the Objective(s) you want to edit, then click *Edit*.



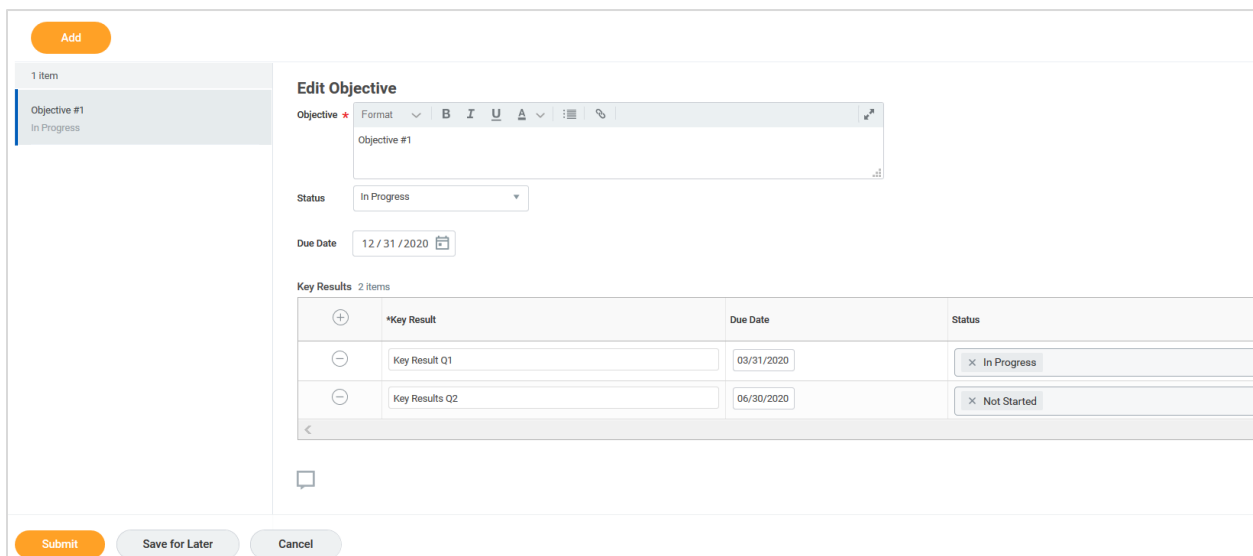
The screenshot shows the 'Individual Objectives' interface. On the left, a sidebar lists '1 item' with 'Objective #1' (In Progress) selected. The main area displays 'View Objective' for 'Objective #1', which is 'In Progress' with a due date of '12/31/2020'. Below this, a table shows 'Key Results' (2 items):

*Key Result	Due Date	Status
Key Result Q1	03/31/2020	In Progress
Key Results Q2	06/30/2020	Not Started

An orange 'Edit' button is located at the bottom left of the main content area, highlighted by a red arrow.

This process can be used to help adjust objectives and key results as needed and to update the status of key results as progress is made.

After you make the changes, click *Submit* in the bottom left corner to save your changes.



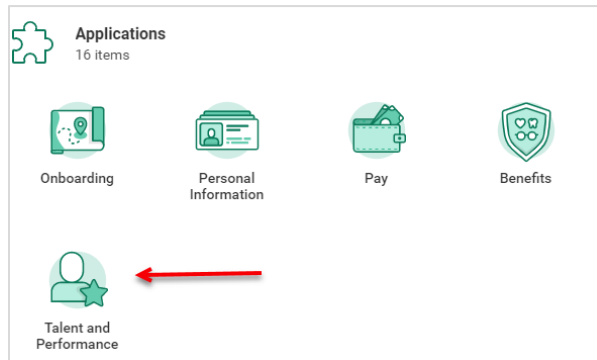
The screenshot shows the 'Edit Objective' form. It includes a text field for the objective name ('Objective #1'), a status dropdown menu (set to 'In Progress'), and a due date field (set to '12/31/2020'). Below these is a table for 'Key Results' (2 items):

*Key Result	Due Date	Status
Key Result Q1	03/31/2020	In Progress
Key Results Q2	06/30/2020	Not Started

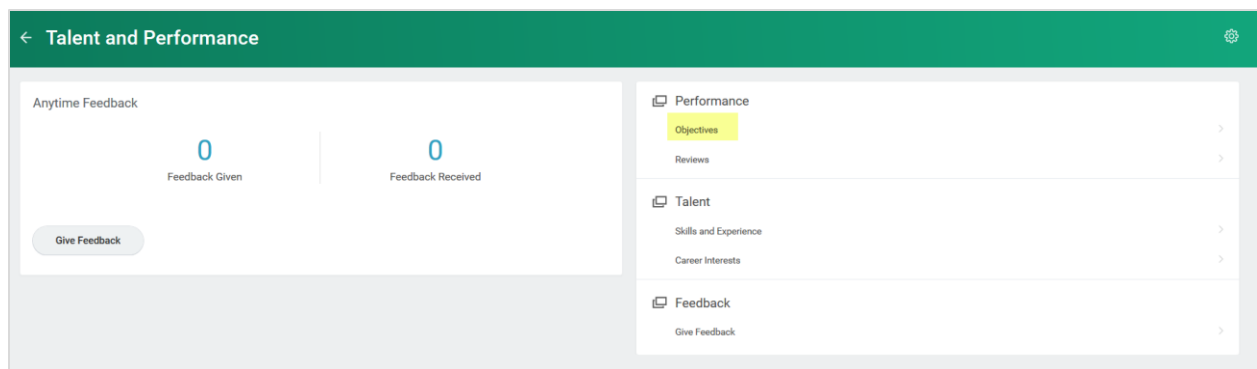
At the bottom of the form, there are three buttons: 'Submit' (orange), 'Save for Later' (light blue), and 'Cancel' (light blue). The 'Submit' button is highlighted.

Viewing Your OKRs

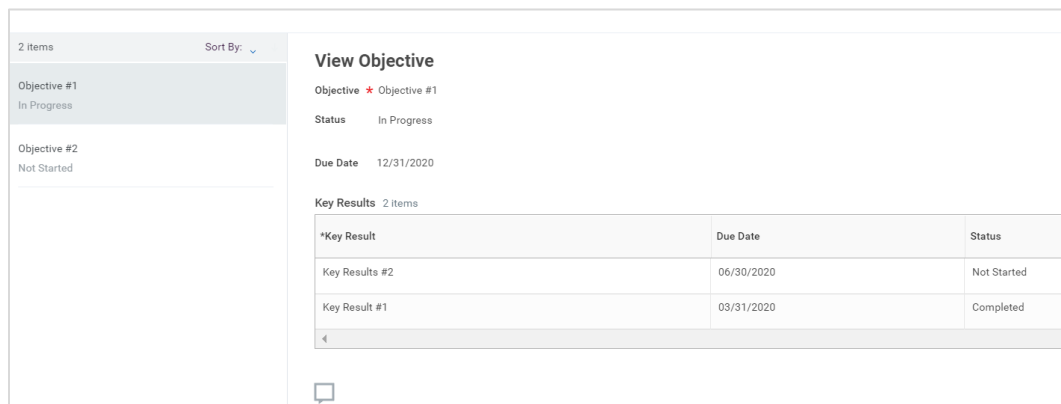
Once you are in Workday, click on the *Talent & Performance* icon under your Applications.



Once you click on the Talent and Performance icon, click on *Objectives* under the Performance section.



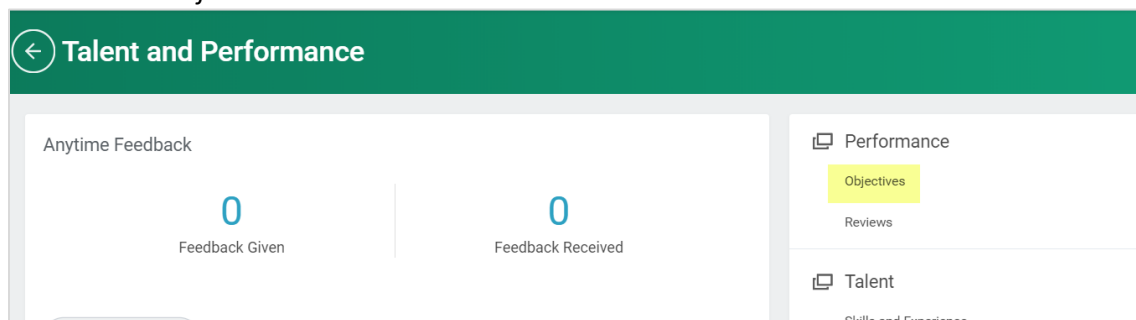
You will be able to view your OKRs under the Individual Objectives tab. Click on the respective OKR to see specific details relating to that OKR.



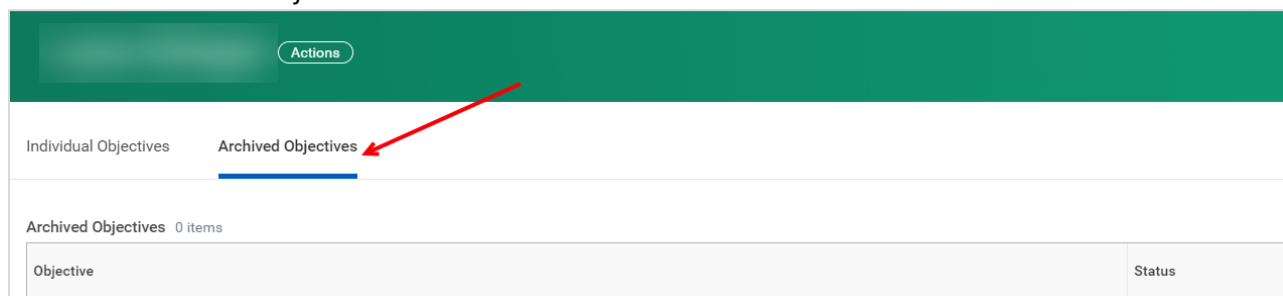
Viewing Your Archived OKRs

There are two ways to view a Your Archived OKRs:

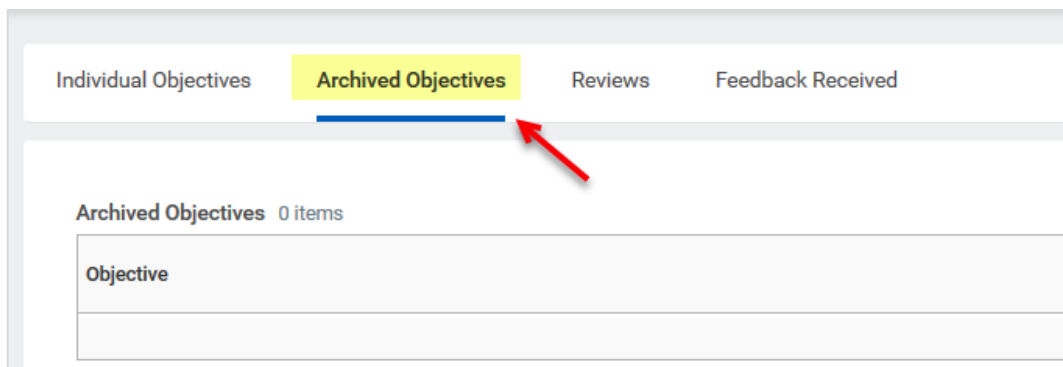
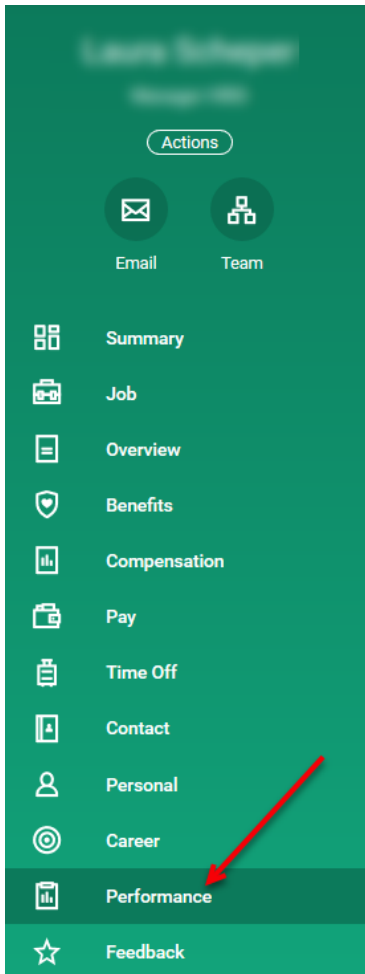
OPTION 1: Navigate to your *Talent and Performance Worklet* under Applications on the Home Dashboard, then click on *Objectives*.



Click on the *Archived Objectives* tab.



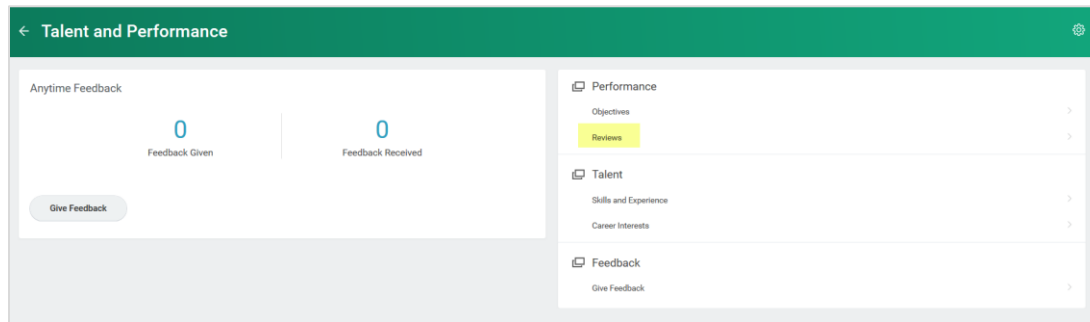
OPTION 2: Navigate to your profile, click on the *Performance* Tab. Then click on your Archived Objectives tab.



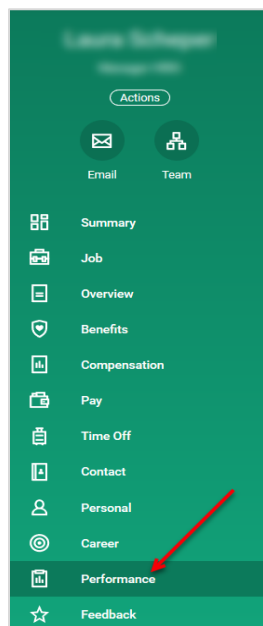
View Your Past Performance Reviews

There are two ways to view a completed Performance Review:

OPTION 1: Navigate to your *Talent and Performance* Worklet under Applications on the Home Dashboard, then click on *Reviews*



OPTION 2: Navigate to your profile, click on the *Performance* Tab. Then click on the *Reviews* tab.



Individual Objectives Archived Objectives Reviews Feedback Received						
In Progress 2 Items						
Review	Review Period		Status	Awaiting		
	Start Date	End Date				
2020 Performance Review: [Link]	01/01/2020	12/31/2020	Complete Self Evaluation for Performance Review	[Link]	View	Create New PDF
2019 Performance Review: [Link]	01/01/2019	12/31/2019	Complete Manager Evaluation for Performance Review	[Link]	View	Create New PDF