

Campus Life FY26 Goal Setting

Campus Life Division-Wide Goal:

The following goal will be launched for each staff member in Campus Life for FY25. The goal will be editable in Workday to allow staff and managers the opportunity to add context for the goal as appropriate. Please do not change the wording of this goal, but feel free to add to it.

Foster "an inclusive learning community where all matter, belong, and thrive" in alignment with the strategic vision of Campus Life.

Steps and timing for the goal-setting process:

Timeline	Goal-setting Process	Supporting Job Aids
By July 14	Finalize all performance evaluations in Workday. <ul style="list-style-type: none">• Performance meeting with employee• Manager submits Manager Evaluation for Year End Performance Review in Workday• Employee Acknowledgement in Workday• Manager Acknowledgement in Workday• Each employee should archive any completed or unneeded goals.	See helpful Workday reports below Archive Goals Goals for Managers
On July 15	Campus Life will cascade the division-wide goal to each staff member in the division. The direct manager must approve the goal after it is cascaded. <i>(Note: If not approved by the manager prior to HR launching the goal-setting form, it will not be visible in the goal-setting form launched by HR)</i>	
	HR will launch the goal-setting form so that employees can enter their individual goals. <ul style="list-style-type: none">• If a goal was left active from the prior year, that goal can be pulled into this goal-setting form. <i>(Note: Edits can be made to that goal inside the form)</i>• The division-wide goal will be visible in this goal-setting form.	Goal Setting for Managers Goal Setting for Employees

Throughout the year	Employees and Managers can view, add, and edit goals any time during the year	Goals for Employees Goals for Managers
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Helpful Workday Reports:

- **Employee Reviews and Ratings for Active and Terminated Workers** To see the status of a performance review (goal-setting, mid-year, end-year review), see the Review Status column.
- **Goals by Organization** report will give you a list of active goals for each person.
- **Archived Goal Details** to see archived goals.