

Set Your 2025 Goals in Dayforce: Key Updates & Next Steps



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Goal-setting season has arrived, and this year, we've revamped our performance evaluation process to foster a high-performance culture that aligns individual contributions with organizational success.

Here is an overview of the key changes to our performance evaluation process:

- **Focused Goal Setting:** Team members will commit to **three** key SMART goals to focus on during the evaluation period—**no more, no less**. These goals are designed to direct your efforts toward meaningful, impactful outcomes that drive both personal and organizational growth.
- **Incorporation of Team Member Expectations:** The updated performance review process now includes a focus on [team member expectations](#), emphasizing the expectation for everyone to embody behaviors and outcomes that drive our shared success, and align with the [3S's framework](#): Solidarity, Substance, and Standards. These expectations will be fully integrated into the Dayforce performance evaluation process, ensuring a streamlined approach to assessing performance.
- **Introduction of a 6-Level Rating System:** We're implementing a 6-level rating system for year-end reviews only to offer more detailed feedback and a clearer view of contributions, strengths and areas of growth.

While our review cadence will remain the same with mid-year and year-end reviews, these additional enhancements to the performance evaluation process will foster greater clarity, consistency, and focus on development.

Next Steps: Complete the Mandatory Training and Set Your 2025 Goals in Dayforce by 31 March

Now that you're familiar with the key updates to our performance evaluation process, it's time to take action and start setting your goals for the year. To ensure that you're fully prepared and aligned with the updated process, here's a step-by-step guide on what you need to do next:

- **Step 1: Complete the Mandatory Performance Evaluation and Goal Setting Training:** All team members are required to complete a 30-minute mandatory e-learning course in Dayforce. This training will walk you through an overview of our updated performance evaluation process, including the incorporation of team member expectations aligned with the 3S's, tips for setting S.M.A.R.T. goals, and instructions on how to enter them into Dayforce. Access the [Performance Evaluation and Goal Setting training](#) in Dayforce now to get started.
- **Step 2: Meet with Your Manager:** Once you've completed the training, meet with your manager to review the key insights from the training and top priorities for the year. Together, you'll finalize your three SMART goals to ensure they are clear, actionable, and aligned with both your personal growth and team objectives.
- **Step 3: Enter Your Goals in Dayforce by 31 March:** With your manager's approval, you'll submit your goals in Dayforce. We ask that all team members submit exactly three key goals to focus on during the evaluation period—no more, no less.

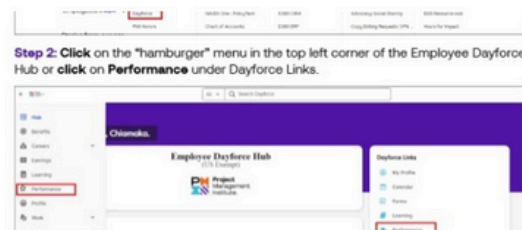
Additional Resources to Support You

We're here to ensure you have all the tools you need for successful goal setting. Take advantage of these additional resources to make your goal-setting process as smooth and effective as possible:

- [Goal Setting Job Aid](#): A step-by-step guide to help you enter your goals on Dayforce.
- [Performance Evaluation Process at PMI, Employee Guide](#)

The deadline to complete the training and enter your three SMART goals into Dayforce is **Monday, 31 March**. Your timely participation is key to ensuring alignment with our performance evaluation process and setting the stage for a successful year.

Thank you for your cooperation and commitment to aiming higher and embracing curiosity as we work together to achieve meaningful growth and collective success. If you have any questions or concerns throughout this process, reach out to globaltalent@pmi.org.



Step 2: Click on the "hamburger" menu in the top left corner of the Employee Dayforce Hub or click on **Performance** under Dayforce Links.

Step 3: In the **Performance** module, you will see a quick **overview** of all activities including the **Review Cycle**, critical dates, a list of your goals and recent **Conversations** with your manager.

In this **Overview** page, you can also navigate the **different** pages by selecting the tabs in the upper left corner. When you select:

- the **Goals** page, you will be able to **Add Goal** and view your goals (**My Goal**).
- the **Reviews** page, you will see any reviews completed in Dayforce.
- the **Conversations** page, you can view any conversations you have with your manager.

Goal Setting Job Aid

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