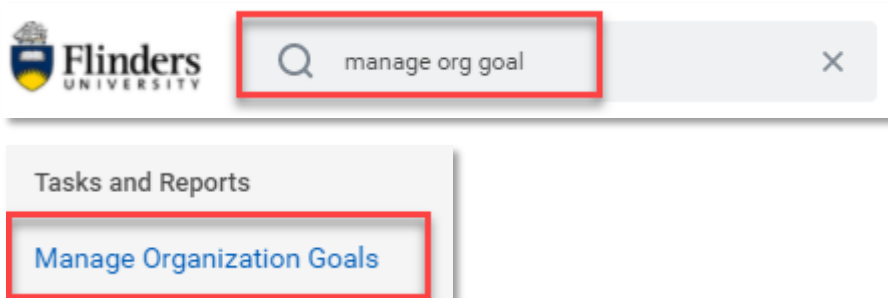
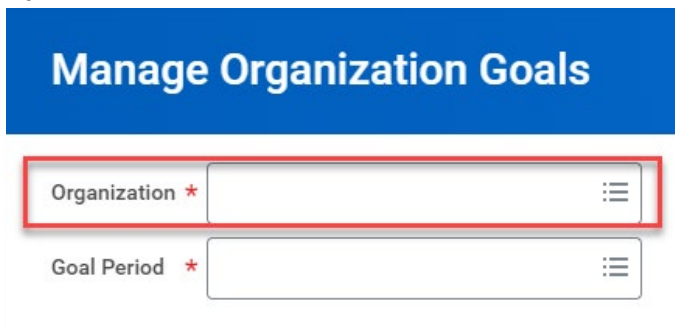


Supervisors can set one or more organisation goals which all members in their team, and those below in their structure, can align their individual goals to. There is no need to assign an organisation goal to individual employees.

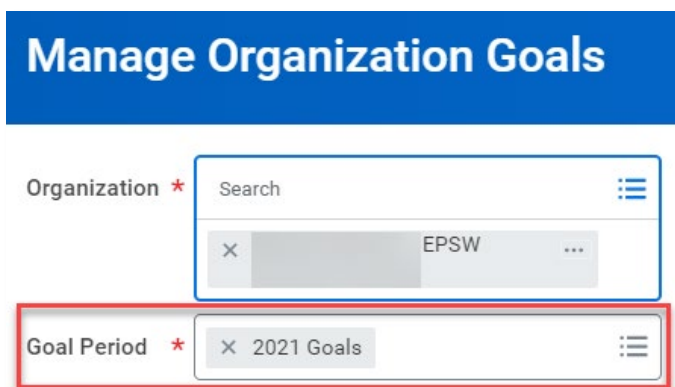
1. Search and select *manage organization goals*.



2. In **Organization** field, select your team by following *My Organisation* option.



3. **Goal Period** will prepopulate with the current year's goals. Change this if required to the relevant goal period in the drop down list.



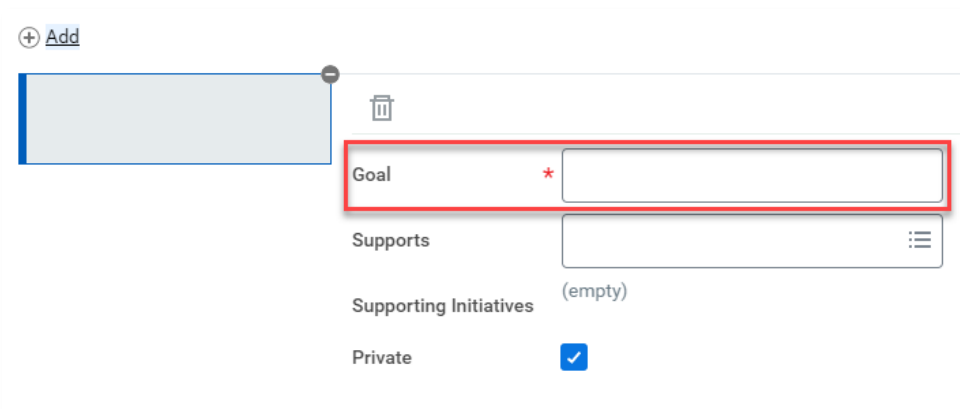
4. Click **Ok**.



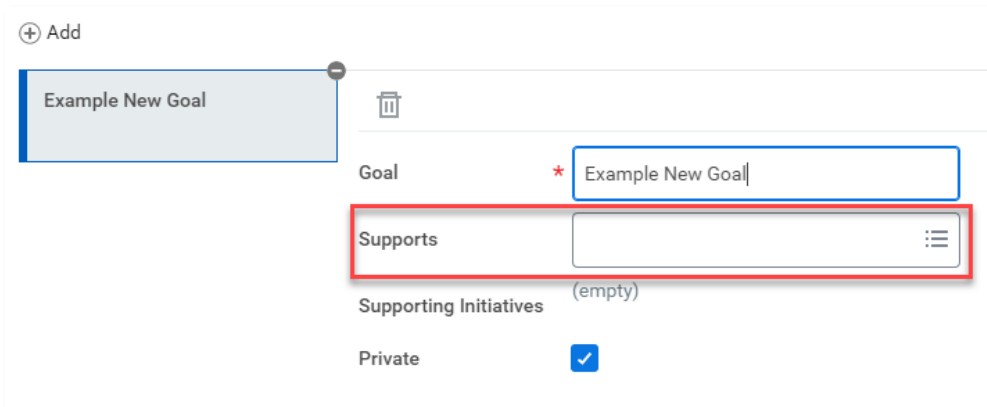
5. Click **Add**.



6. Enter in the description of a new Organisation **Goal**.



- If this goal supports another Organisation Goal, search for and select that Organisation goal in the **Supports**.



⊕ Add

Example New Goal

Goal * Example New Goal

Supports

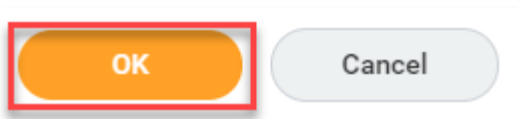
Supporting Initiatives (empty)

Private

Please note that, by default, the organisation goals are set as *Private*, meaning that they will be visible only to your team members and anyone in the reporting chain directly below you.

If you untick the *Private* check box, the Organisation Goal will be visible to everyone in the University.

- Click **Ok**.



OK Cancel

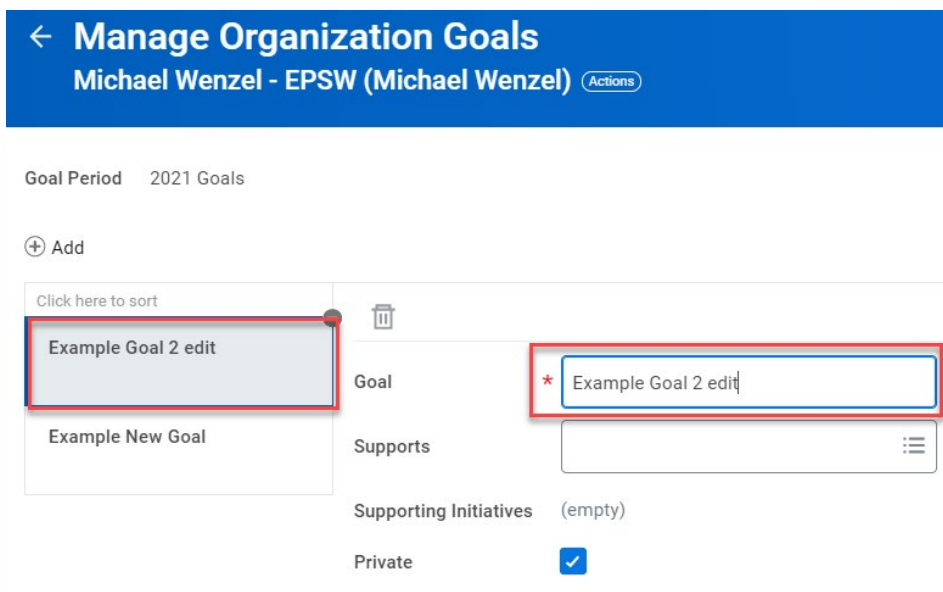
- Click **Done**.



Done

Editing an Organisation Goal

- To edit an existing Organisation goal, first follow steps 1 – 3 above. Select the goal you wish to amend and make the required changes on the right of the screen.



← **Manage Organization Goals**
Michael Wenzel - EPSW (Michael Wenzel) Actions

Goal Period 2021 Goals

⊕ Add

Click here to sort

Example Goal 2 edit

Example New Goal

Goal * Example Goal 2 edit

Supports

Supporting Initiatives (empty)

Private

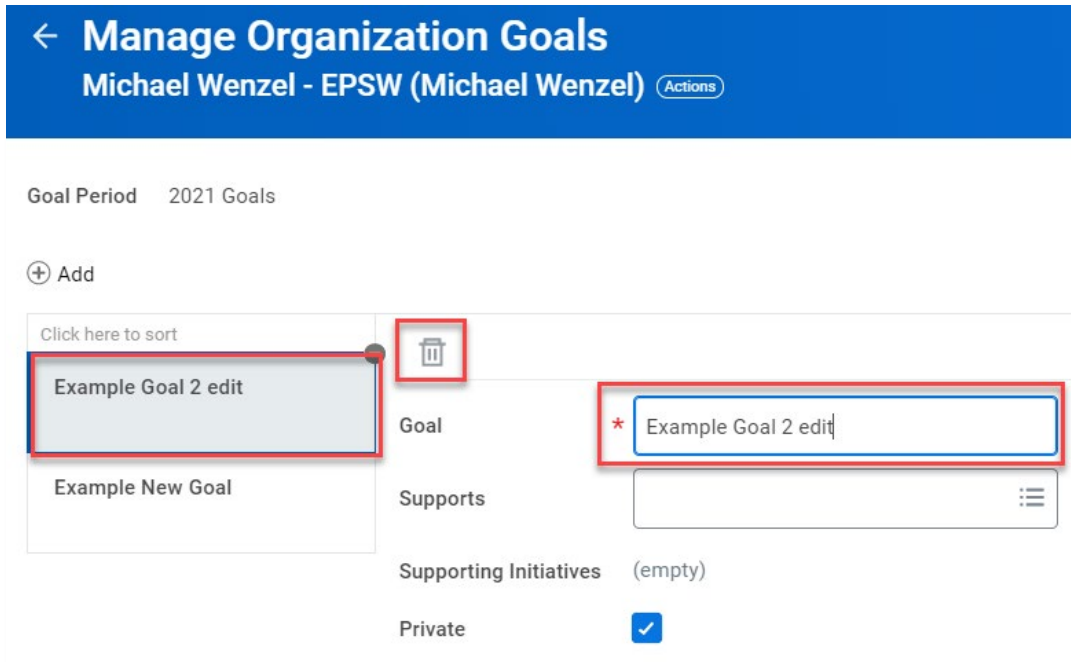
- Click **OK**.



OK Cancel

Removing an Organisation Goal

- To remove an existing Organisation goal, first follow steps 1 – 3 above. Select the goal you wish to remove and click on the Bin icon.



- Click **OK**.

