

## Organization Goals

In Workday, organization goals may be set by any leader for their teams. Leaders can create and manage organization goals for his/her supervisory org, or for any indirect supervisory org. Employees can align each of their individual goals to an organization goal.

Leaders may think of organization goals as team priorities or key initiatives for the upcoming year. Employees should be able to articulate how their work supports a higher-level organization goal and be able to create an aligned individual goal.

*Example:*

*Organization goal:*

Achieve total shareholder return (TSR) of 12 percent during next year.

*Individual goal:*

Identify and complete introductory sales calls with at least 5 new potential customers by June 30.

~ OR ~

Identify and implement 14 percent reduction in controllable expenses by year-end.

~ OR ~

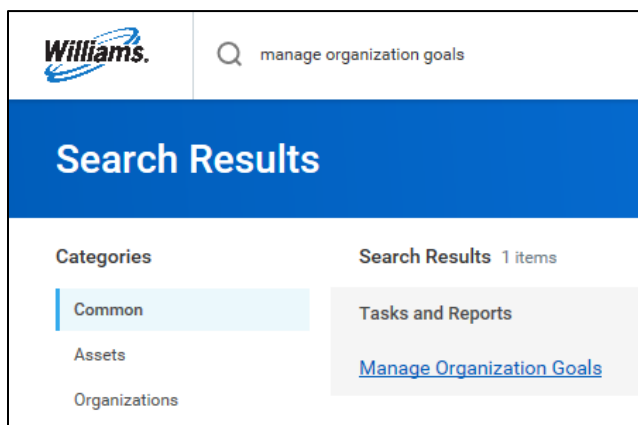
Create and roll out revised branding program targeted at attracting new shareholders by end of 3Q.

Note that if a leader creates an organization goal, it will be visible to all employees within that organization. A leader cannot choose to make an organization goal visible only to specific individuals.

Organization goals can also be assigned to employees by the leader through the **Add Goal to Employee** process (see accompanying Add Goal to Employee guide). This will become an individual goal on the employee’s template and is included in their total number of goals.

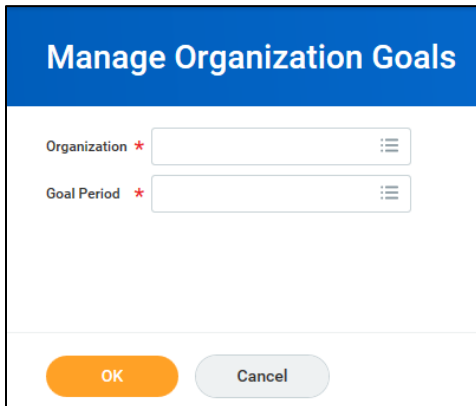
## Manage Organization Goal

1. To get started, first search “Manage Organization Goals” in the search bar. Then select **Manage Organization Goals** from the search returns.

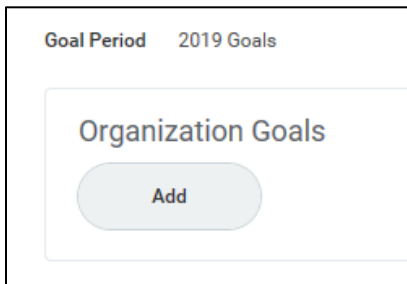


2. In the **Organization** drop-down, select the appropriate organization for this goal. Select **My Organizations** to see and select your direct supervisory organization, or **Organization** to see and select your indirect supervisory organizations.

- The **Goal Period** will auto-populate with the upcoming period. If it does not, or to adjust, use the drop-down to select the appropriate period, and click **OK**.



- Next, click **Add** to enter a new organization goal. If you had previously developed organization goals, they would show here with an option to Edit.



- Complete the goal details by filling in the following information:
  - Goal:** the goal title is a mandatory field in this section.
  - Percent Complete:** As this is a new goal, the percent complete can remain 0.
  - Supports:** You may choose to “link” your organization goal to any organization goals in the level above you – or your manager’s organization goal. You can only link to goals one level up.
  - Supporting Initiatives:** You may leave this section blank.
  - Private:** Be sure to mark your goal as private by clicking the check box. Doing so *limits visibility of this goal to your team and/or supervisory organization chain*. If you leave it public (with no check mark) anyone in the organization can see and link to it (like the CEO organization goals).

Goal Period 2019 Goals

Organization Goals

Goal \* TEST GOAL NAME

Percent Complete 0

Supports

Supporting Initiatives (empty)

Private

- 6. You can click **Add** again to create more than one organization goal at a time, or **OK** to save the one you created.

Remove

Add

OK Cancel

- 7. Next, you will see a summary of your new organization goal. Click **Done** to complete the process.

Supervisory Organization IT West

Goal Period 2019 Goals

Goal TEST GOAL NAME

Percent Complete 0.00%

Supports (empty)

Supporting Initiatives (empty)

Private Yes

Done