

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.

Manage Organization Goals		
Organization *	:=	
Goal Period *	:=	

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.

Manage Organization Goals		
Organization *	Search EPSW	≣
Goal Period *	× 2021 Goals	:≡





4. Click Ok.



5. Click Add.

← Manage Organization Goals - EPSW	Actions
Goal Period 2021 Goals	

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

⊕ <u>Add</u>		
•		
	Goal *	
	Supports	:=
	Supporting Initiatives	(empty)
	Private	2





7. 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	
	(empty) Supporting Initiatives	
	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.

8. Click *Ok*.



9. Click **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		
Click here to sort Example Goal 2 edit		
Example New Goal	Goal Supports	★ Example Goal 2 edit
	Supporting Initiatives Private	(empty)

11. Click OK.







## Removing an Organisation Goal

13. 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.

Manage Organization Goals     Michael Wenzel - EPSW (Michael Wenzel) Actions		
Goal Period 2021 Goals		
Click here to sort Example Goal 2 edit	Goal	* Example Goal 2 edit
Example New Goal	Supports	
	Supporting Initiatives Private	s (empty)

14. Click OK.



