

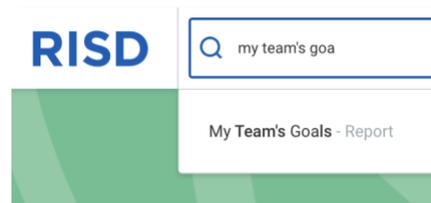
VIEWING TEAM GOALS/EXPECTATIONS

Managers can view goals/expectations for their entire team through the **My Team's Goals** report. *Note: Workday security will only allow view access for the manager's assigned supervisory organization(s) and will not include goals/expectations for workers in subordinate organizations.*

View All Team Goals in a Single View

From the Workday homepage:

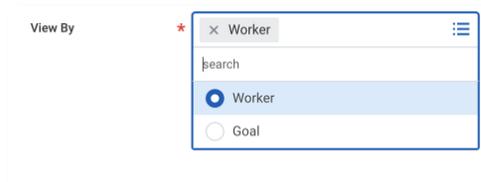
1. Enter **My Team's Goals** in the **Search Bar**. Click the **Enter** key.
2. Select **My Team's Goals-Report**.
3. For managers with only one supervisory organization, the organization name should default into the **Supervisory Organization** field.



For managers with multiple supervisory organizations, click **Prompt**  in the **Supervisory Organization** field to select the desired org(s).

4. Click **Prompt**  in the **View** field to sort by **Worker** or **Goal**.

- a. **Worker:** Enables you to view all goals by worker
- b. **Goal:** Enables you to view a list of all team goals and the corresponding worker(s) responsible for completion of the goal/expectation



5. Click **OK**.



6. **Worker, Goal/Expectation, Description, Status** (Not Started, In Progress, Completed, or Delayed/Cancelled), **Due Date, Completion Date,** and **Associated Review** are displayed.

7. The report can be downloaded to Excel or printed by clicking the corresponding icons at the top of the page.

