

Reporting:

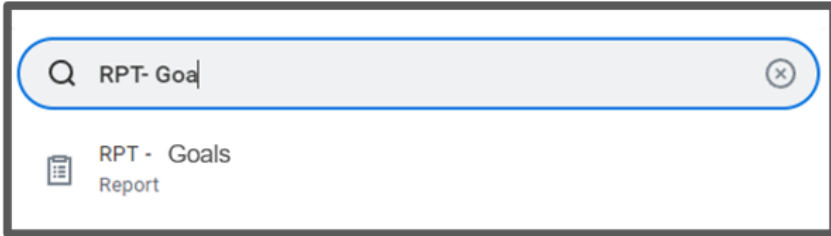
RPT - Goals

Goals

Individual Goals are set on an annual basis and evaluated during the performance review process for the respective year.

Running the Report

To generate this report, type **RPT – Goals** in the Workday search bar. Click on the report name.



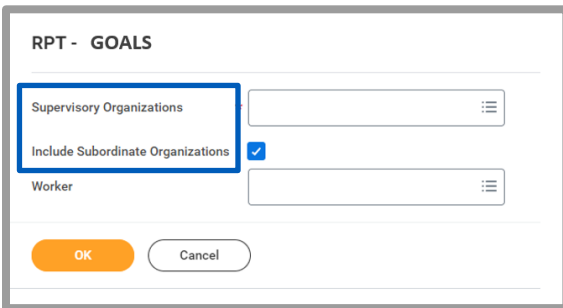
NOTE: This report is designed for managers and will only display data for workers that roll up to the manager.

Supervisory Organizations

From the drop-down menu, choose your supervisory organizations* from **My Organizations**. If you have multiple, select all applicable organizations.

Include Organizations

If you choose the top-level supervisory organizations under Organizations, you should check this box to see all the individuals that roll up to those sup orgs.



***Supervisory organizations** represent the reporting hierarchical structure in Workday. Each manager has two supervisory organizations – one for each type of staffing model. For more information, view [this job aid](#).



NOTE: Once you click **OK**, it may take a while to generate. If it takes too long, a new pop-up box will appear, and you can select **Notify Me Later**. Then you'll get a notification that the report is ready and available to download in Excel format.

Reviewing the Data

TABLE

In addition to demographic information, the report displays **the individual goals for each employee** and includes:

- Goal and Goal Description
- Goal Category: Strategic Priority
- Status: Completed, Not Completed or blank for those in progress
- Supports Organizational Goal: Key Result from the Strategic Priorities
- Completed On: if the goal has been completed, it will identify the completion date
- Created by: the creator of the which can be the individual employee or manager

Goals						
Goal	Goal Description	Goal Category	Status	Supports Organization Goal	Completed On	Created by
Sample Goal 1	Goal Details	2022 - Operational Excellence	Completed	Operational Excellence - Employee engagement score	9/29/2022	Jane Szygma 89897
Sample Goal 2	Goal Details	2022 - Access & Ease of Use	Not Completed	Access & Ease of Use - Encounters vis telemedicine		Jane Szygma 89897
Sample Goal 3	Goal Details	2022 - Managing Total Health	Not Completed	Access & Ease of Use - GHP Gold Membership		Jane Szygma 89897



NOTE: You can also export the document to Excel or PDF.

