

**Organizational goals are created at the Vice Presidential, School, Department/Unit, and managerial level. The purpose of organizational goals is to communicate strategic goals that support the mission of our institution to all applicable employees.**

### **Organizational Goals—Information for Managers**

If your department has established organizational goals you can either cascade them (forward the goals without modification to your employees) or align them (edit the goals to make them specific to your team before forwarding to your employees). You may also elect to create a new goal for your employees.

#### Cascading

Select “Cascade” to the right of the selected goal.

Choose the recipients of the selected goal—direct reports, all direct and indirect reports, or a specific list of individuals. Select the appropriate radio button.

If you are cascading a goal to a specific list of people, you will need to locate them by selecting “Add” and then searching for those individuals by their last names.

Once you have found the correct individual(s), select “Finish” to cascade the goal.

#### Aligning

Select “Edit Full Details” next to the goal you intend to modify. You will then be able to modify the goal’s name, description, notes/comments, and due date. Note that Lead@ UVa maintains the alignment to the original goal in a fixed field. After you have modified the goal, select “Save.”

#### Creating

Select “Add Goal.”

When the goal block is available, select “Edit Full Details” and enter the name, description, due date, and applicable comments before saving the data in the form. Note: You must select “Save” in the Edit Goal window before you can cascade the goal.

Follow the instructions above for cascading goals to all or part of your team.