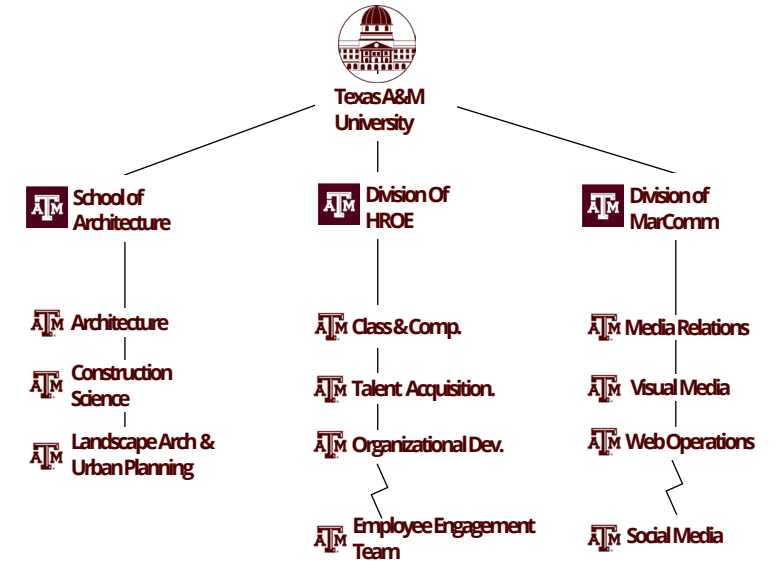# Organizational Goals

Organizational Goals

- Can an employee make Goals if they have not discussed their development with their manager?

- Professional Development Goals vs Performance Goals

- The "R" in SMART Goals

- Most of the Goals in Workday are not tied to any higher goal

Organizational Goals

Performance Goals

Professional Development Goals

Image from: https://thepeakperformancecenter.com/wp-content/uploads/2017/03/Performance-goals-and-Professional-Development-Goals.jpg

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Organizational Goals

- Review the university's Mission, Purpose and Values

- No written Division / College / School goals

- Develop Org Goals for your department or section

  - Assumptions can be made on the mission of the unit above yours, and how your mission is tied to their completion of their mission

  - We must make assumptions until the rest of the university come aligned with creating organizational goals

Texas A&M University

School of Architecture | Division Of HROE | Division of MarComm

Architecture | Class & Comp. | Media Relations

Construction Science | Talent Acquisition. | Visual Media

Landscape Arch & Urban Planning | Organizational Dev. | Web Operations

Employee Engagement Team | Social Media

How can your Unit support the mission of TAMU?

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Organizational Goals

- A unit should prioritize their tasks that will accomplish the higher unit's mission

- What are the "Must Wins" that must be accomplished

- These "Must Wins" can be turned into multiple SMART goals:
    - Performance Goals: Annual Goals > Quarterly Goals > Section Goals > Project Goals

HROE-OD Example:

i. Mission of OD: We **design and deliver high quality learning experiences for Texas A&M employees** to empower employees to grow and thrive at Texas A&M University.

ii. Vision: Be a strategic partner in **creating a learning culture that empowers university employees, teams, and units to learn, develop, and perform** to carry out Texas A&M University's mission, vision, and values.

iii. Section: We believe that the employee experience is of utmost importance. Therefore, we **design and develop employee-centric learning experiences to support career advancement.**

iv. From iii. We can create Performance Goals: **Annual goals / Quarterly Goals / Section Goals / Project Goals**

Image from: https://atimannetteoton.com/wp-content/uploads/2013/08/life-mission-vision-and-goals.jpg

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Walkthrough – Entering in Organizational Goals in Workday

(Manager Steps)

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Creating Organizational Goals

From the **Workday Home page**:

- Navigate to the **search bar**, type **Organizational Goals**, it should automatically go to the Organizational Goals task selection page, if not, press the Magnifying Glass or enter.
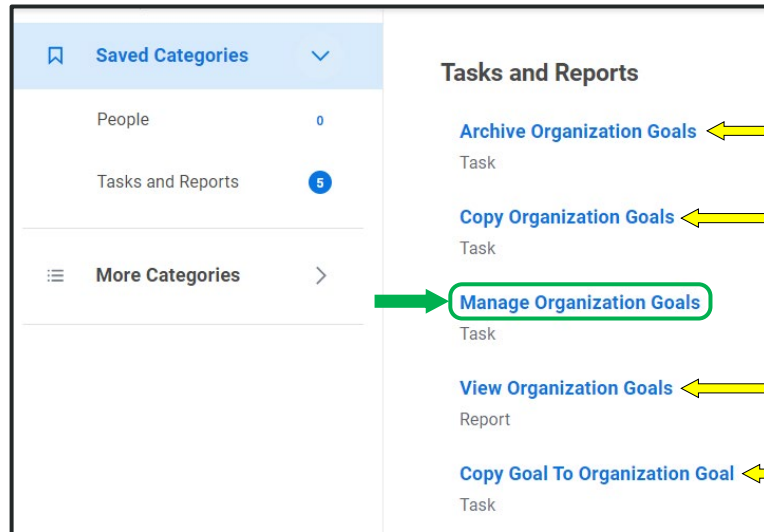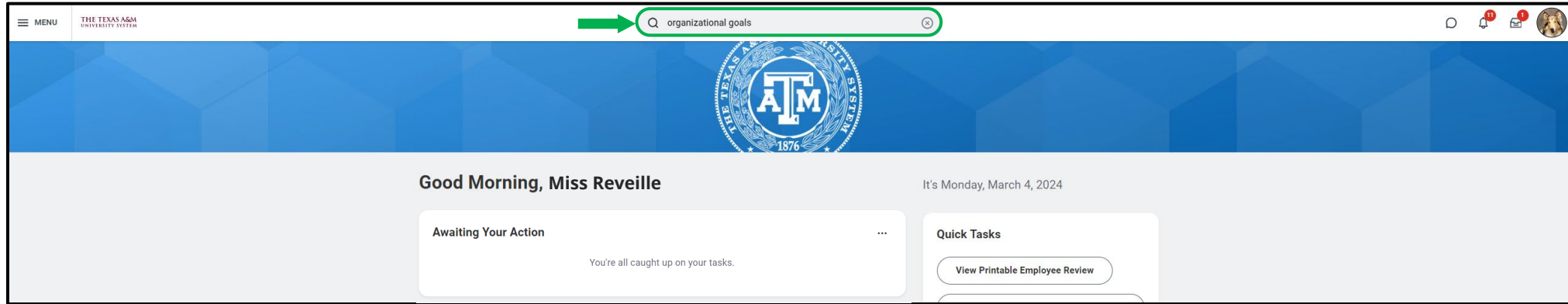
- Archives Current / Completed Org Goals

- Copies Current Org Goals to employees within **your** hierarchy

- Shows the Current Org Goals you created as a list

- Takes Individual Goals and creates them into an **Editable** organizational Goal

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Creating Organizational Goals

- Type **your** name in the "Organization" spot. It is assigning this Goal to your organization, not you.
  - Your supervisor will have to do this to give you this organizational goal, so it is best that the Department Director create these to cascade them down to everyone in the department..

Manage Organization Goals ✕

Organization *

Goal Period *

Cancel   OK

Organization *
✕ 02187611 School Mascot (Miss Reveille)   ...

Goal Period *
✕ FY25 Organizational Goals

Search

○ FY24 Organizational Goals

● FY25 Organizational Goals

- Type your name if you are a Supervisor to have these be associated with your team

- Select the FY that you want this Org Goal to be associated with (April 1 20XX – March 31, 20XX+1)

⊕ Add

Click here to sort

Goal *

Description
Format ⌄ B I U A ⌄ ☰ 🔗

Percent Complete   0 ★

Organization Alignment   ★★

Supporting Initiatives   ★★★

Private   ☐ ★★★★

- ★ This needs to be updated by the Org Goal originator (Monthly/Quarterly/ect)
- ★★ If you have a hire level unit that has Org Goals to align to, select those, or leave blank.
- ★★★ Leave Blank: Supporting Initiatives function is not active for TAMU.
- ★★★★ Select the Private Box if you only want employees within your hierarchy to see your Org Goals.

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Creating Organizational Goals

- Type the Goal in utilizing the SMART formatting.
  - The Description can be left blank or it can be a more detailed elaboration of the goal and the tie ins for it.

Manage Organization Goals   02187611 School Mascot (Miss Reveille)   ⋯   ⚙

Goal Period   FY25 Organizational Goals

⊕ Add

> The Employee Engagement Team will design and deliver high quality learning experiences once a quarter in at least two colleges/departments/HUBs, to empower Texas A&M employees to grow and thrive at Texas A&M University throughout the year.

Goal   The Employee Engagement Team will desi

Description

Format ∨   **B**   *I*   U̲   A̲ ∨   ≔   🔗

Guiding Principles for Organizational Development:

- We believe that the employee experience is of utmost importance. Therefore, we design and develop employee-centric learning experiences to support career advancement.
- We value diverse viewpoints and subject matter expertise. Therefore, we collaborate with individuals and groups to offer relevant programs and services that meet the unique needs of the university community.
- We prioritize quality over quantity. Therefore, we meticulously define projects, programs, and services and allocate resources appropriately to ensure high-quality standards are met.
- We value evidence-based approaches to adult learning. Therefore, we apply Knowles' Adult Learning Theory, Bloom's Taxonomy, Gagne's Nine Levels of learning; and, incorporate social and collaborative learning, and experiential learning.
- We recognize the importance of defining success. Therefore, we adhere to the New World Kirkpatrick Model for evaluating career and leadership development programs, and set measures and metrics for delivering excellent customer service.
- By facilitating lessons quarterly, this allows the time for designing high quality lessons.
- By conducting the experiences in at least two colleges/departments/HUBs the goal of empowering employees to grow and thrive will increase.

Percent Complete   0   ← • Type 0 if this is a new Org Goal (Updated by originator)

Organization Alignment   [   ] ≔   ← • Select Higher Org goals to align to is applicable

Supporting Initiatives   [   ] ≔   ← • Leave Blank

Private   ☐ ←   • Select if you only want employees within your hierarchy to see your Org Goals.

OK   Cancel
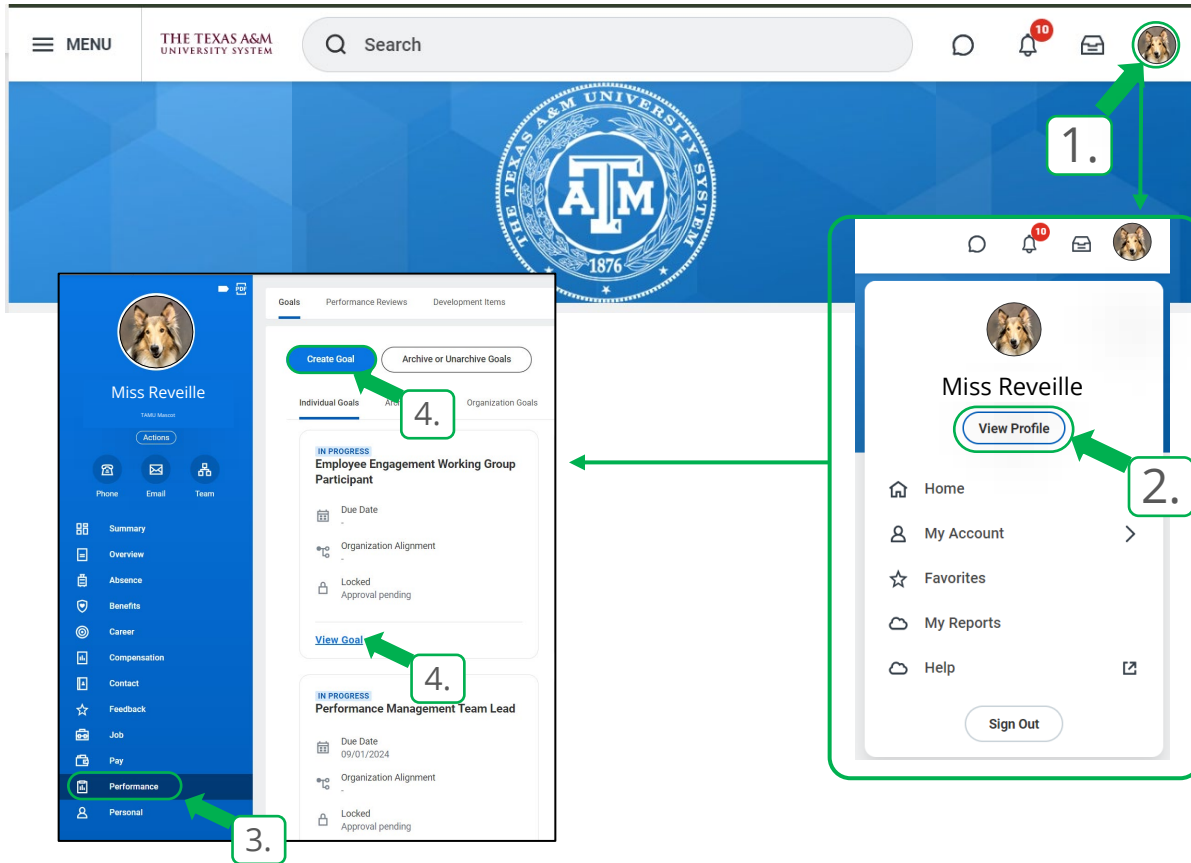
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Selecting the Organizational Goal to align to for Personal Goals
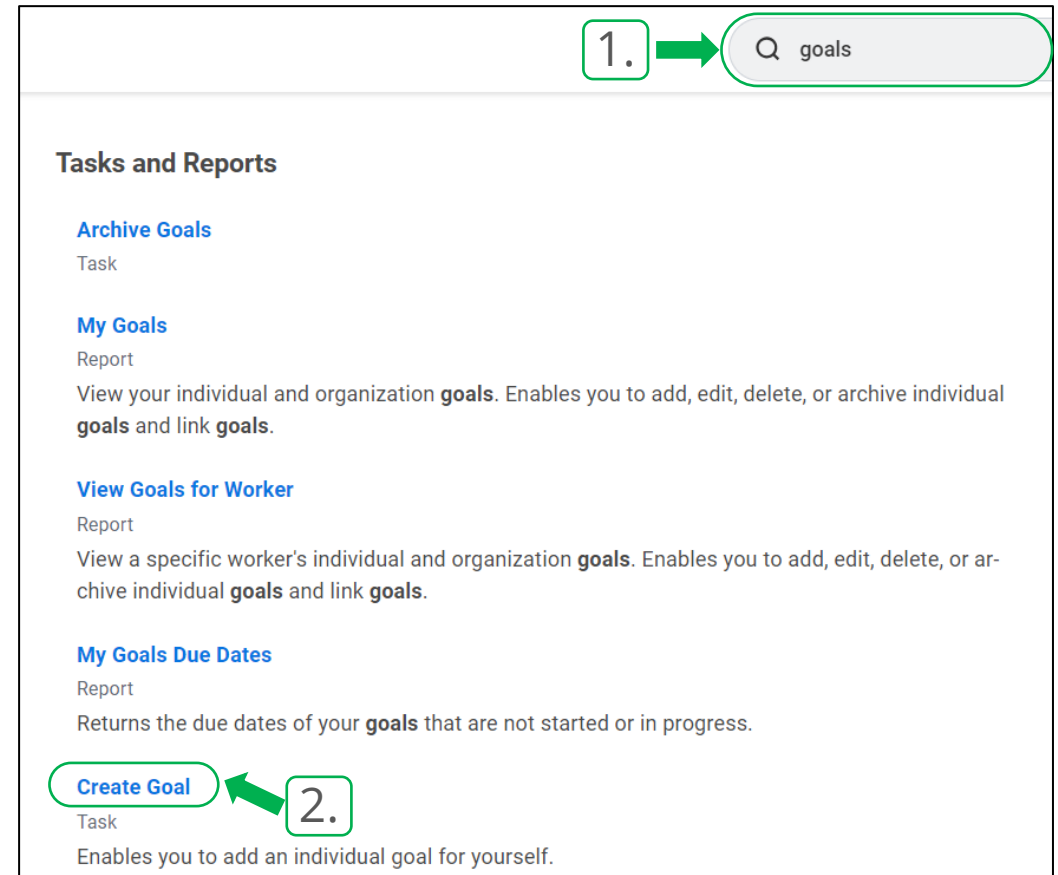
(Employee Steps)

Create Goal: Finding your way to the Goals Module

To create a Goal in Workday, select **Profile** > **Performance** > **Create Goal**
- To edit a Goal previously created, click **View Goal** after **Performance**

Or

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Create Goals: Aligning Organizational Goals

- Type the Goal in utilizing the SMART formatting
  - The **Description** can be left **blank** or it can be *a more detailed elaboration* of the goal and the **tie ins** for it
  - Select the **Status**
  - **Organizational Alignment:** Select "**My Organizational Goals**" > Select your **Managers Name** > Select the **FY** it is associated with > Select appropriate **Org Goal**.
  - The **Due Date** is what you are *assigned*, a *personally identified date*, or the *end of the FY, March 31, 20XX*
  - Press **Submit** to send it to your manager

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Approving the Submitted Goals

(Manager Steps)

Manager Steps to Approve Goals

- Upon Logging in and seeing the Homepage,
- Navigate to the **My Tasks Inbox**

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Manager Steps to Approve Goals

- The Manager will need to select the **Task**
- *Review the Goal for accuracy (make edits if necessary)*
- Press **Approve** for it to go back to the employee as an approved Goal

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- ➢ Performance Management Website: https://employees.tamu.edu/talent-management/performance-management/index.html

- ➢ Available Training: https://employees.tamu.edu/orgdev/special-offer-courses.html

- ➢ Resources (Forms and Workday Job Guides): https://employees.tamu.edu/talent-management/performance-management/resources.html

Contact us at:
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OrgDev.tamu.edu

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