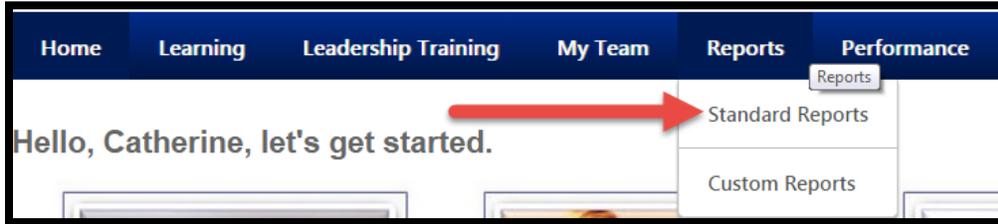


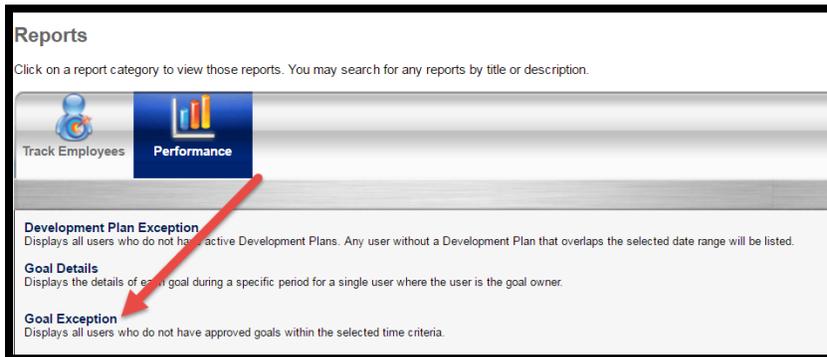
GOAL EXCEPTION REPORT

Description: This report provides liaisons with employees that have **no** goals for the current cycle.

1. Select **STANDARD REPORTS** from the top menu.



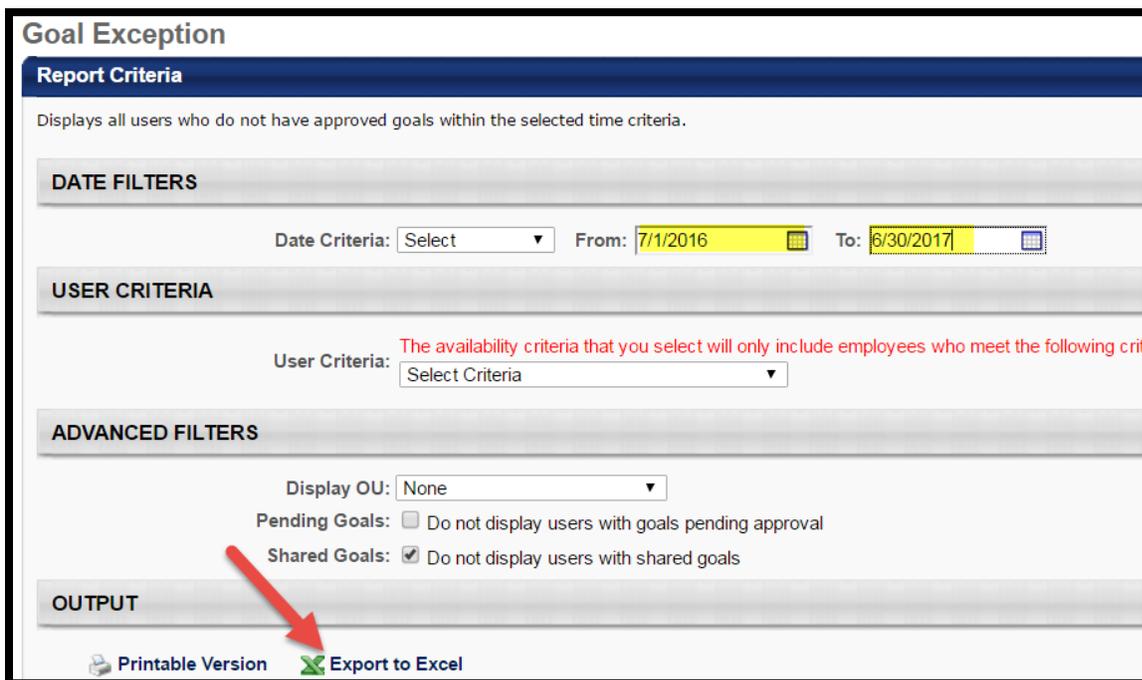
2. From the Performance tab select **GOAL EXCEPTION** report.



3. Change the date range to reflect the 2016-17 cycle dates.

Leave the USER CRITERIA blank.

Click **EXPORT TO EXCEL**



The report will open in Excel and contains staff that have NO goals for the cycle dates selected.