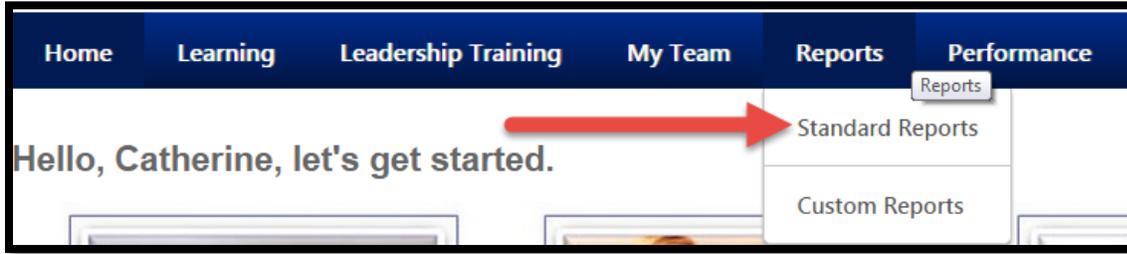


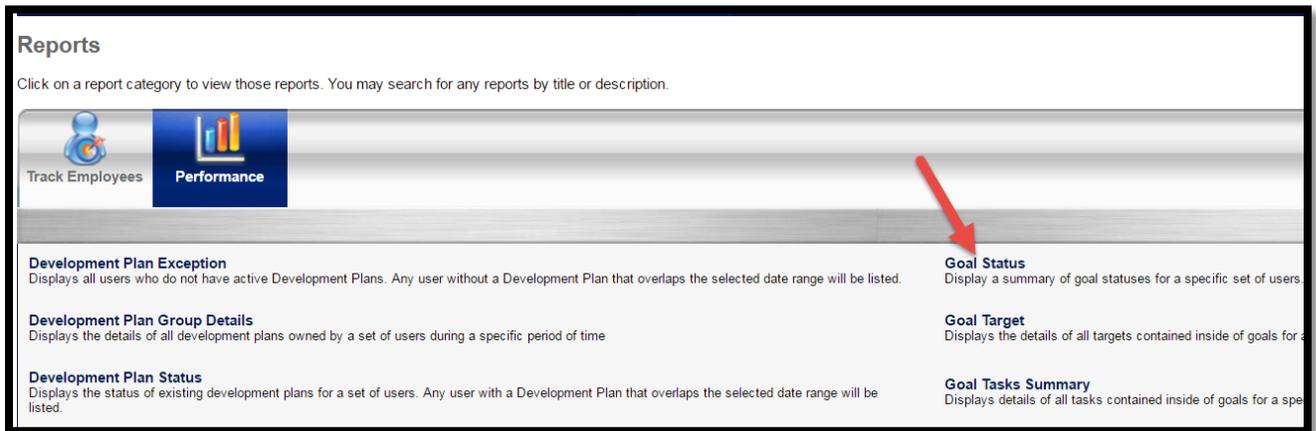
# GOAL STATUS REPORT

Description: This report provides liaisons with the goals for all employees they are authorized to view.

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



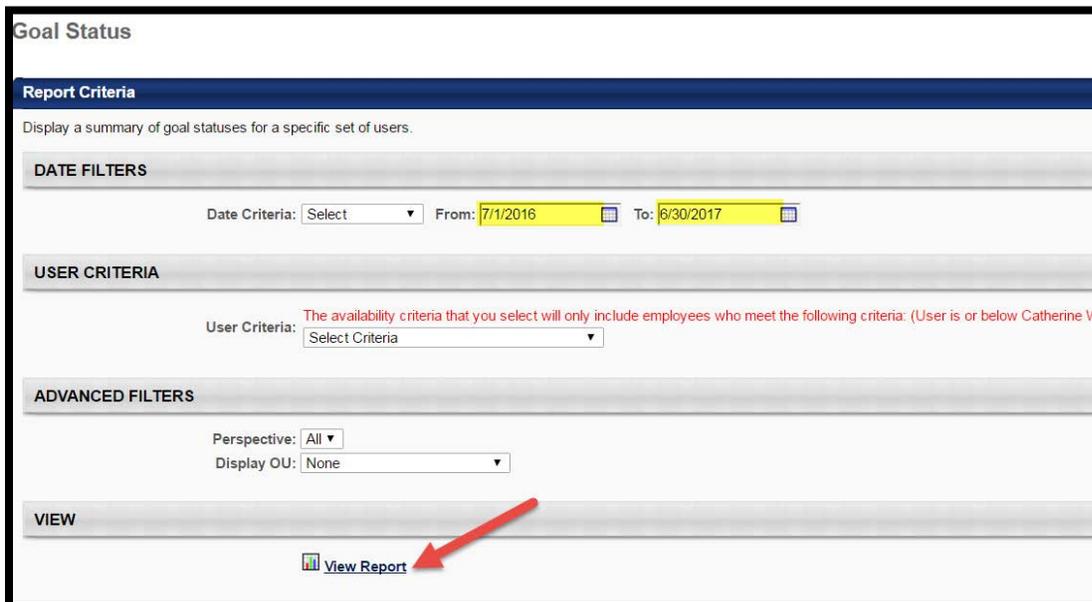
2. From the Performance tab select **GOAL STATUS** report.



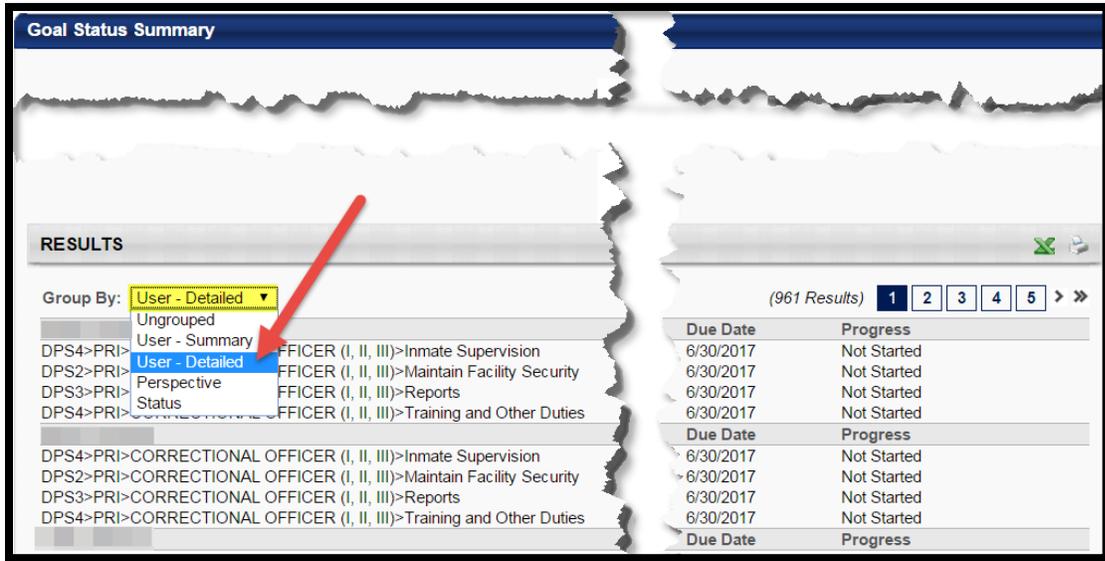
3. Change the date range to reflect the 2016-17 cycle dates.

Leave the **USER CRITERIA** blank.

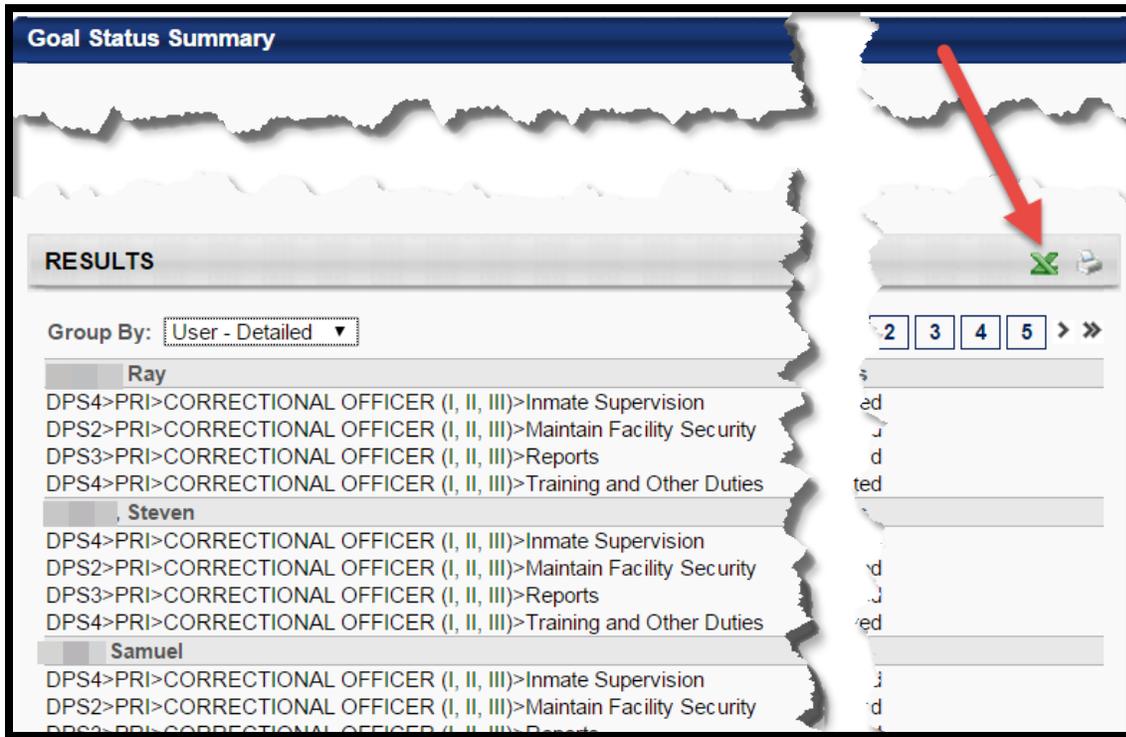
Click **VIEW REPORT**



- The report will open below.  
From the dropdown select **GROUP BY: USER-DETAILED**



- The report will sort by employee name.  
Then click the **MS EXCEL** icon.



- The report will open in MS Excel.