My Team: How to View Your Direct Report's Performance Goals   Manager as self

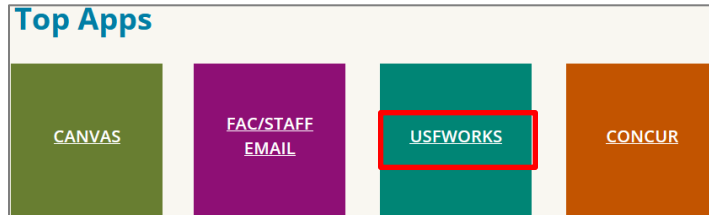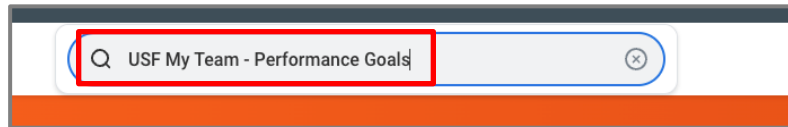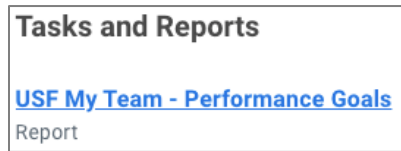## How to Run a Report to View Your Direct Reports' 2023 Goals

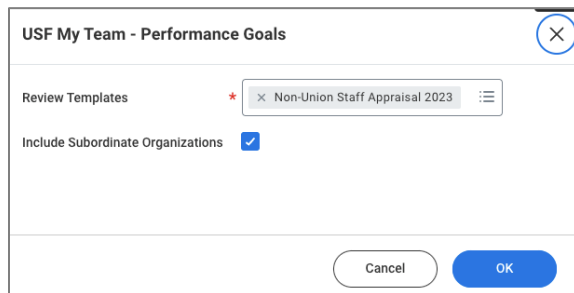1. From the myUSF home page, click on the **USFWorks link**.

2. In the search bar on the USFWorks home page, type USF My Team - Performance Goals.

3. Select the USF My Team - Performance Goals report from the search results.

4. Adjust the Include Subordinate Organizations checkbox:
   - **Checked:** Shows goals for both your direct reports and their subordinate teams.
   - **Unchecked:** Shows goals for direct reports only.

5. Click OK to run the report