



University of New Haven

Employee Name	Time In Position	Hire Date
Department Name & Title	Manager Name and Title	Goal Setting Period: FY23

See [MyCharger](#) for QuickGuide instructions

As you establish goals for the year, please note how your work will advance and support the department’s mission and priorities. Be sure to include goals that focus on both:

- **Performance:** “what” you will accomplish (results/job-oriented)
- **Development:** “how” you will get there (skills, knowledge, experiences, learning)



University of New Haven’s Mission

The University of New Haven is a student-centered comprehensive university with an emphasis on excellence in liberal arts and professional education. Our mission is to prepare our students to lead purposeful and fulfilling lives in a global society by providing the highest-quality education through experiential, collaborative, and discovery-based learning.

Department’s Mission & Goals*

Meet with your manager, review your department’s mission and priorities, and align your annual goals.

Department’s Mission & Goals Meet with your manager to review and understand your department’s mission and goals, and align your annual goals accordingly. Enter both below.
Department’s Mission: Department’s Goals:

*Note: A department is an operating unit that represents a functional area of the organization, such as finance, athletics, enrollment, or advancement. Departments might have multiple cost centers, or sub-departments. When evaluating department mission & goals, confirm if you are doing so at the highest or sub-department level.



Performance Goals

Review your department’s goals and create a minimum of 3-5 performance goals with your manager. These goals should be documented and reflective of the most critical deliverables/results expected this year, how they will be specifically measured, and the timing for completion.

Performance Goal	Goal Description & Measurement	Due Date
<i>Example: Monthly Team Meetings</i>	<i>Increase the number of management meetings from monthly to bimonthly in support of completing our strategic plan objectives. Plan to meet Tuesdays from at 2 pm for one hour, allocating a scribe that will note progress made and adjustments to goal deliverables and targets. Plan monthly communication updates to all department staff.</i>	<i>July 15 & Ongoing</i>

Development Goals

Development goals are focused on competency areas (knowledge, skills, behaviors) needed to achieve appropriate performance levels and/or prepare for future growth opportunities at the University of New Haven. You should focus on a minimum of 1-2 development goals that further enhance an identified strength or will focus on a development need. To learn more about the university’s core competencies, or to review a broader competency library, click [here](#).

Competency Area	Development Goal, Action Plan, and Impact*	Due Date
<i>Example: 2. Communicates Effectively Or Choose Other Competency...</i>	<i>Improve my meeting facilitation skills, specifically by enhancing my communication and organization capabilities and delivery of information to teams and groups. Accomplish this by running effective project meetings that are time efficient, invite the required and essential attendees, follow the advanced, published agenda, and allows others the ability to share their updates. Impact: Project management skill, listening, peer to peer collaboration, innovation & thought generation, leadership effectiveness</i>	<i>Begin with September 2022 bimonthly meeting Conduct regular one on one feedback discussions with members of project team beginning in October; modify</i>



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Competency Area	Development Goal, Action Plan, and Impact*	Due Date
Choose Core Competency... <i>Or</i> Choose Other Competency...		
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Note: employees are required to work with their manager and obtain the necessary approvals for development planning activities, events and programs prior to participation.