



Overview:	This QuickGuide will assist as you complete the necessary steps in the annual performance management goal setting process.
Intended Audience:	Staff Employees

Goal Setting: Overview

A critical step of the performance management process is correlating university and departmental goals. Identifying specific objectives aligned to that of the University, in conjunction with the duties and responsibilities of the employee’s position, is integral to successful outcomes.

The cornerstone of an effective performance management system is the established method for identifying specific and quantifiable goals, one that encourages regular communication between staff and managers about assignments and strategies, job performance and results, and development planning. It sets annual expectations, measurements, and timing, and aligns contributions to the broader achievement of university, departmental, and personal achievements.

Goals serve as a compass, keeping employees focused on the direction they need to go. This important process provides an opportunity for employees and managers to:

- communicate together and mutually identify, discuss, and document performance expectations
- collaborate on establishing “SMART” performance and development goals
- assess achievement of previously established goals and monitor progress; allow managers to coach employees and provide observable performance feedback and discuss suggestions for training and development opportunities.

Effective goals clearly define performance expectations and should balance both professional and personal growth.

Checklist for effective goals:

- **Specific:** Is the goal explained with enough detail that it can be well understood by those involved in its completion and by any stakeholders?
- **Measurable:** How will those involved in completing the goal know it has been accomplished and how will stakeholders determine its success?
- **Achievable:** Is the goal attainable or feasible given the resources available?
- **Relevant:** Does the goal align with, support, or advance the organization’s vision, mission, values, principles, and strategies?
- **Timebound:** Does the goal have a target date for completion?

To learn more about why this SMART method is critical, click [here](#).



Setting Performance & Development Goals

When creating annual goals, employees should focus on creating 3-5 performance and 1-2 development goals that align to the university’s mission and organizational objectives, describing both “what” they expect to accomplish and “how” they plan to get there.

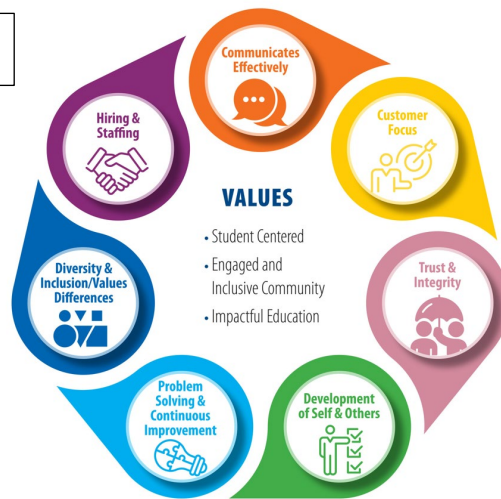
Goals should be strategic or project based, detailed, and have quantifiable and qualitative results that can be measured. A goal that is task oriented without concrete measurement or alignment to organizational priorities or what the department is trying to achieve on a grand scale may require revision.

Having an understanding of their department’s mission and goals, if available, is important. Employees should speak with their leadership if clarification is necessary.

The university provides a general competency guide to assist employees in the creation of competency development goals. Click [here](#) to access that tool. Competency selection can be broad or an employee can research job specific competencies unique to their role. Please note, all development planning activities, events, and programs should be reviewed and approved by managers prior to employee participation.

The university core competencies are essential areas and should be strongly considered in the development planning process..

University Core Competencies



Agreed upon goals should be discussed throughout the year, with progress updates provided by employees, and modifications discussed between managers and their staff. Goals will be evaluated as part of the annual performance evaluation process.