



Goal Development Worksheet

Instructions: This worksheet is a tool for supervisors to use with their management staff in developing performance goals for the upcoming performance year. Some guidelines for setting goals:

- Goals should be a collaborative process between the manager and employee.
- Goals should follow the SMART criteria (**S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime bound). Example: *Develop a five-year marketing plan that will be approved by the Vice President by July 2020 to promote Department of Medicine services. This will result in a 10% increase of service usage by June 2021 as noted in the monthly report.*
- Goals should be reviewed periodically (at least once a quarter or during the Performance Check-In) to determine any unforeseen changes.

Goal Objective	Action Steps	Due Date

**If you would like further assistance with the goal setting process call Learning and Organizational Development at 2-6757 for assistance.*