



Performance Development Goals

Goals are:

- Statements of the important outcomes you are working to accomplish.
- May include both Performance Goals and Development Goals.

Why set Goals?:

- To set specific expectations of what work should be done.
- To create clear, measurable performance standards.
- To make the connection between an individual employee's work, department and University goals.

Performance Goals:

- Set objectives for the current review period.
- Relate to the department's overall mission.
- Include clearly defined expectation for success.

Development Goals:

- Help employees and managers plan for an individual's development with an eye toward future needs.
- Help employees develop a new set of skills and knowledge base in order to grow into a new area of responsibility.
- Should be learning-oriented.



SMART GOALS:

The SMART acronym can help managers and employees share the same understanding of goals during performance review conversations. When creating goals, ask yourself if the goals are?:

- SPECIFIC
- MEASURABLE
- ACHIEVABLE
- RELEVANT
- TIME-BASED

Performance Goals Examples:

- Manage the department budget to stay within appropriations and accomplish 85% of service results by the end of the fiscal year.
- By October 1, 2017, implement a new performance review system for University staff using clearly defined processes and guidelines so employees and managers can more competently evaluate performance and develop their careers.

Development Goals Examples:

- Utilize LinkedIn Learning by July 1, 2017, to complete an advanced Excel training course to upgrade my skills so I can prepare budget reconciliation reports with an analysis of trends.
- By September 1, 2017, complete course work and attain a certification to enhance job related skills and assist in accomplishing my performance goals.