

GOAL SETTING FORM

For Evaluation Period: _____ to _____

Employee:		Position Title:		Last Updated:	
Manager/Supervisor:		Division/Department:			

Instructions:
The COSTAATT Goal Setting document is a tool that accompanies the ‘Performance Review and Plan’ Document and is designed to:

- Ensure that you have input into the development of your upcoming review.
- Facilitate communication, discussion, and exchange of ideas between employees and their managers.
- Identify and agree upon the competencies for the upcoming performance cycle
- Create alignment between employee and organizational goals to assist individual growth and development.

Before setting goals, the employee and manager should review the “About Setting Performance goals” information on the last page of this form.
This information will help employees and managers prepare and develop effective written goals that can be recorded and tracked using this worksheet. This worksheet may be attached to the Annual Performance Evaluation or the Mid-Year Check-In Form.

Goal Description	Intended Results or Outcomes <i>who?</i> <i>What? When? Where?</i> <i>Why?</i>	Performance Standards	Measurable <i>How will I know when it is accomplished?</i>	Completion Timeline <i>Completed/ milestones achieved by the end of the Performance Period</i>	Resources Identified What resources are required to achieve your goal?	Relevant <i>How does this goal help you to meet your overall objective?</i>	Possible Roadblocks
1.							
	SMART GOAL SUMMARY:						
Goal Description	Intended Results or Outcomes <i>who?</i> <i>What? When? Where?</i> <i>Why?</i>	1. Performance Standards	Measurable <i>How will I know when it is accomplished?</i>	Completion Timeline <i>Completed/ milestones achieved by the end of the Performance Period</i>	Resources Identified What resources are required to achieve your goal?	Relevant <i>How does this goal help you to meet your overall objective?</i>	Possible Roadblocks
2.							

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Instructions: Following discussions, list the core and functional competencies to guide the employees’ behavior in the upcoming performance cycle. Refer to the COSTAATT Competency Library to identify the role specific family and job function. Each employee should be assigned no more than four core competencies and six functional competencies for a specific prior to the start of a particular cycle of performance cycle.

Core Competencies	Review Period (Identify the time period that these competencies will be assessed)	Function Competencies	Review Period
Supervisor:		Date:	
Date of Plenary Session with Employee:			
Employee Acknowledgement: I understand my signature below indicates: that I have received this planning sheet, and consent to the performance goals and competencies identified.		Check here if you are attaching comments/ evidence:	
Employee:		Date:	

ABOUT SETTING GOALS

“SMART” - Definitions

The goal-setting process should incorporate the principles of S.M.A.R.T - Specific, Measurable, Achievable, Realistic, and Timely.

SMART Goals are Specific

Specific means the objectives detail exactly what needs to be accomplished. For example, “Improve student satisfaction” is too general for a goal statement because it does not provide specific information about what is to be completed. “Resolve student complaints in a timely fashion...” is more detailed because it narrows the scope of the desired outcome.

SMART Goals are Measurable

Measurable goals are quantifiable. A measurable goal provides a standard for comparison, the means to an end, a specific result; it is limiting. Each plan must be measurable - it must have a method of comparison that indicates when the goal is reached.

For example, “Resolve student complaints” is a specific statement, but to be measurable, it needs the addition of “on a timely basis.”

SMART Goals are Achievable

Achievable means that the goal statement is feasible given other objectives and responsibilities of the employee. If a goal or obpurposes not achievable, given the employee’s current skills, a plan should also identify the conditions needed by the employee to accomplish the goal. For example, the employee may require additional training from the organization to resolve student conflicts and complaints.

SMART Goals are Realistic

Realistic goals are practical, achievable, and possible. Goals must motivate people to improve and reach for attainable ends. For a goal to be motivational, the goal-seeker must feel that the plan can be achieved. For example, “Resolve student complaints in a timely fashion” is possible and achievable (realistic) only if complaints are submitted daily. This goal will not be accurate and should be amended to read, “Once received, resolve student complaints in a timely fashion.”

SMART Goals are Timely

Timely means scheduled or with a deadline. Time constraints encourage action to get activities completed. Deadlines encourage activity. For example, “Resolve student complaints within two days of receipt” expresses a deadline.