**Goal Setting Template**

Use this template to draft 3-6 goals that capture the most critical outcomes for the fiscal year. Send the completed template to your manager at least a day before you meet to discuss your goals so they have time to review. When drafting your goals, keep these guidelines in mind:

* At least half of your goals should align with your division/function priorities
* You do not need to have a goal aligned to every division/function priority. Your goals might align to only one or two of the division/function priorities that your role best supports.
* Your goals should be challenging, but achievable

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| **Goal category** | **Division/function priority** | **Goal Name** | **Goal description** | **Weight (optional)** | **Timeframe** |
| Write the division/function priority title that your goal aligns with | Write the full division/function priority that your goal aligns with | Create a statement of your goal for FY18 | Describe your goal. What are the actions you will take to achieve the goal?  What does success look like?  Use specific and individual metrics when appropriate. | Entering a weight is optional  If you choose to enter a weight, the weight of all your goals must equal 100% | When will this goal be completed? |
| Customer First | On time product delivery | On-time development and delivery with high quality | * Minimal Code Review Comments * Robust Code which supports multiple test cases | 20% | End of fiscal year |
| Growth | Continuous improvement of domain, technical and behavioral skills | Continuously enhancing the product domain and behavioral competencies to grow to next level | * This will include knowledge gain on Framework * Setting up Coded UI for Automation | 20% | End of fiscal year |
| Innovation | Think out of the box |  | Usually I don’t like to follow to normal way, I always think out of the box so to achieve it   * Setup Test Plan Executor * Develop logic to transform Ascential test code base to CodedUI or any standard language | 20% | End of fiscal year |
| Soft Skills Development |  |  | * Develop communication skills, * Ideas for customer, * Take initiative, * Making Decisions | 20 % | End of fiscal year |
| Trust / Loyalty |  |  | Ensure participation both actively and punctually in review meetings and give best feedback which supports Project Quality | 10 % | End of fiscal year |
| Value addition to the team |  |  | * Will Keep my technical skills up to date * Continually looking for improvements | 10% | End of fiscal year |

After you draft your goals, ask yourself these questions:

* Are these goals truly my highest priority goals in adding value to the division/function priorities?
* Should my time and resources really be focused on these priorities?
* Are my goals SMART?
  + Specific: They define expectations or explain objectives, avoid general descriptions and typically use action verbs
  + Measurable: They contain metrics that are evaluated objectively such as quantity, quality, timeliness or cost
  + Achievable: Goals are challenging, but within your capability
  + Relevant: Goal outcomes are relevant to your division or function priorities and your day-to-day work
  + Time-bound: The goal is accomplished during a specified timeframe or has a due date to ensure accountability