



Goal Setting & Development Planning

Performance Period: Click here to enter text. to Click here to enter text.

| | | | |
|-----------------|---------------------------|-------------|---------------------------|
| Employee Name: | Click here to enter text. | | |
| Position Title: | Click here to enter text. | Department: | Click here to enter text. |
| Supervisor: | Click here to enter text. | | |

Department Goals *(defined by Department Head and applicable to all Department employees)*

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|----|
| 1. |
| 2. |
| 3. |

1. Develop Individual Goals/Competencies (Upcoming Year)

- Based on top 3-5 job duties, identify up to 3 individual goals for the year.
- You may use the **Competency Library** to establish individual competencies to incorporate in the annual goals.
- Remember to use the SMART model: Specific, Measurable, Actionable, Realistic, Timely.

| | |
|--------------------|--|
| Goal 1 Description | |
| Due Date | |

| | |
|--------------------|--|
| Goal 2 Description | |
| Due Date | |

| | |
|--------------------|--|
| Goal 3 Description | |
| Due Date | |

2. Individual Development Objectives (Upcoming Year)

Enter development plans to be worked on for the upcoming review period. Development plans include training opportunities, Performance Improvement Plans, list of expectations, etc.

Objective 1

| | |
|-------------|--|
| Description | |
| Due Date | |

Objective 2

| | |
|-------------|--|
| Description | |
| Due Date | |

After you have completed goal setting and development planning and it has been finalized with your supervisor, please transfer the information to a **Performance Evaluation** form to be used for your mid-year and annual evaluation.

3. Career Planning

Your Supervisor will discuss your career goals and what is needed to prepare for those roles. Some employees might be in their career position with no desire to move to another department or role, and that is completely acceptable.

| | |
|---|--|
| Desired Role in 1-2 years: | |
| Desired Role in 3-5 years: | |
| Ultimate Career Goal: | |
| What can/should be done to prepare for these roles? | |

This form should be kept in your department and does not need to be sent to Human Resources.