Goal Setting Template

Use this to set broad annual goals and short-term, specific goals throughout the year.

Employee Name: **Date:**

O1. ASK FOR INPUT

Ask the person for input. What are their thoughts and suggestions for goals?

Sample Questions to Prompt Discussion:

- Thinking about the projects that you are working on, what would be some challenging and meaningful goals for you to focus on next?
- How could you incorporate your interest in developing _____(insert skill) into your work?
- What is a challenging part of your job? What ideas do you have for developing stronger skills in this area?
- What would be a good next step to build on a current project or assignment?

O2. IDENTIFY THE MOST IMPORTANT EXPECTATIONS

Identify the most important expectations for this employee over the next year. Include expectations for both **results** and **behaviors** in these goals. Aim for 3-5 overall goals.

Results: Describe the most important results the person needs to achieve

1.

2.

3.

4.

5.

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Behaviors: Describe how they need to achieve results (See U of M behavioral competencies).

1.

2.

3.

4.

5.

O3. Connect to Broader priorities

How will achieving these goals contribute to a broader purpose and priorities?

1.

2.

3.

4.

5.

How will you discuss these connections with the employee?

O4. BE SURE THE GOALS ARE CHALLENGING, SO THAT SUCCESS IS MEANINGFUL

Would accomplishing each goal take significant effort and be a meaningful and significant accomplishment? If not, consider making the goal more challenging.

Next Step:

Hold regular check-ins throughout the year to review progress on these goals, update them as needed, and set more specific, shorter-term goals.