

Goal Setting Template

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

Employee Name:

Date:

01. 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?

02. 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.

Goal Setting Template

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.