



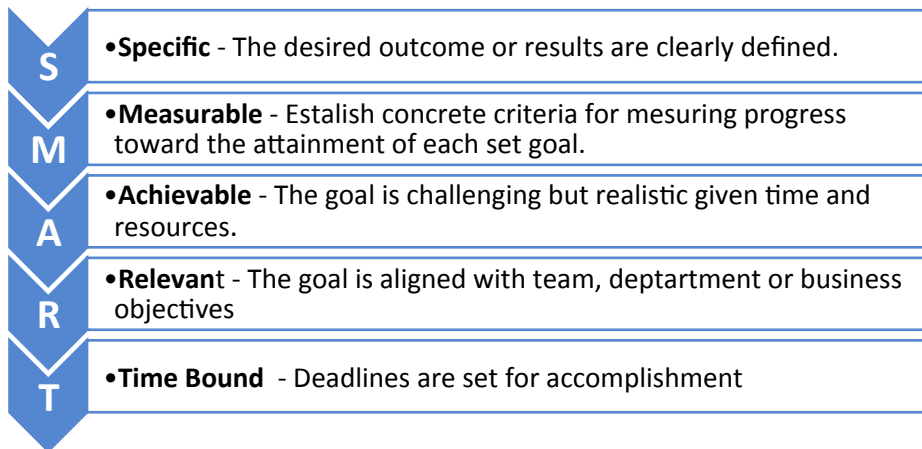
### Setting Goals:

The purpose of setting goals is to give an employee targets on which to focus that align with business objectives. Setting mutually agreeable goals helps employees:

- Know what is expected of them.
- Take responsibility for their performance.
- See where their goals support organizational objectives.
- Direct efforts where they can do the most for their department's success.
- Find out how they are doing.
- Feel that their performance evaluations have an objective basis.
- Receive recognition for their accomplishments.

### SMART Goal Checklist:

SMART goals serve as mile markers indicating how employees are progressing. When filling the Goal Alignment Worksheet, employees should use this checklist to verify the goals they are setting are:



### Remember to consider:

- Is the scope of the goals appropriate?
- Are there too few or too many goals?
- Are the measures practical or achievable?
- Do I have the skills needed to achieve the goals?
- Understand the components of SMART goals to make goal achievement realistic.

### The FORM Checklist:

This acronym ties to the two styles of accountability: Coerce & Compel or Wait & See. It serves as a reminder to apply these four fundamental characteristics when setting goals and expectations.

<input type="checkbox"/> <b>F</b> ramable	Aligned with the vision, strategy and priorities.
<input type="checkbox"/> <b>O</b> btainable	Achievable all the way through the Expectations Chain.
<input type="checkbox"/> <b>R</b> epeatable	Gives it "legs" to travel throughout the chain on its own.
<input type="checkbox"/> <b>M</b> easurable	If you can't measure it, you can't move it.

## Employee Goal Setting

### Goal Alignment Worksheet

#### 2016 INDIVIDUAL GOAL SETTING

(Please print)

Employee Name:

Position Title:

Manager's Name/Title:

Setting goals is an important part of the performance management process. It provides an opportunity for managers and employees to clarify what's expected, what employees are accountable for, and why it matters. Using all the key business and functional objectives along with the managerial goals, employees can connect their work to what's important for the department and organization.

SMART Goal	Goal Description	Success Measures	Timeframe	Alignment
<i>Identify the goal.</i>	<i>Describe the steps needed for goal achievement.</i>	<i>Describe approach for measuring progress and success.</i>	<i>Date for achieving the goal.</i>	<i>Indicate how the goal aligns with department goals.</i>
<i>Ex: Customer Satisfaction</i>	<i>Ex: Improve customer service levels by 10%.</i>	<i>Ex: 95% of calls are answered within 1 minute.</i>	<i>Ex: End of Q2</i>	<i>Ex. Customer Service</i>

We have reviewed and agreed to the above goals and timeframes.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_