

Setting Goals to Meet Business Objectives

Goals should be set with employees, not for employees. Involving them in the goal setting process is critical. The purpose of setting goals is to give employees targets on which to focus. If the employee has not participated in the establishment of these goals, they are less likely to buy-in to the goals and less likely to find them motivating.

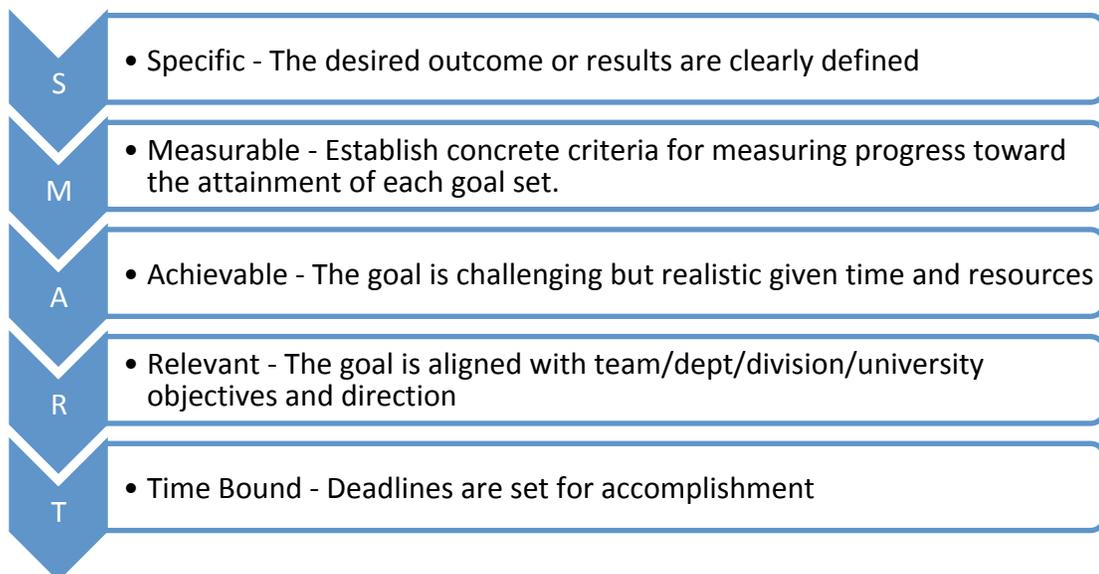
Setting mutually agreeable goals with employees should be a positive process. It allows you both to share hopes and ideas for the future. Setting goals will lead to higher levels of performance and more motivated employees.

Helpful Tips when developing goals with employees:

- 1) Set aside time to talk to your employees in private without interruptions to demonstrate that you are vested in the process
- 2) Prepare goals for the employee in advance and ask them to do the same. Write them down and both of you should bring them to the meeting.
- 3) During your conversation with the employee focus on the ideas and themes brought to the meeting.
- 4) Agree upon goals that are Specific, Measurable, Achievable, Relevant and Time Bound. These refer to SMART goals.
- 5) Create a final document that lists the goals that you both agree on. This list is to become the section of the performance evaluation that states goals to be accomplished in the next evaluation period. It will provide a road map for future discussions with the employee about their progress and performance.

GUIDELINES FOR WRITING EFFECTIVE GOALS

Use the SMART goal model, as outlined on the Goal Worksheet, to assist employees with writing more effective goals:



Performance Goals help 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 unit success
- Find out how they are doing
- Feel that their performance evaluations have an objective basis
- Receive recognition for their accomplishments

Goals can be identified from the following sources:

- Routine job functions (refer to employee's position description)
- Problem-solving issues (address known problems identified in organization)
- New innovative ideas
- Individual employee development needs (skills, knowledge, experience)
- Department or unit's objectives
- University mission and objectives

Please utilize the following S.M.A.R.T. Goal Worksheet to assist in establishing goals.

SMART Goal Worksheet

Name: Click here to enter text.

Position: Click here to enter text.

Banner ID: Click here to enter text.

Review Period: Click here to enter text.

Goals:

S - Specific	M – Measurable	A – Achievable	R - Relevant	T – Time Bound
Click here to enter text.				
Click here to enter text.				
Click here to enter text.				
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