

Goal Planning

The Annual Performance and Development process includes a planning discussion to set expectations through goal setting.

The key question driving this process?

What do we need to accomplish this year to ensure it is a success?

Effective goal setting can:

- create clear expectations
- clarify requirements for a successful year
- create a clear vision for development and incorporate development opportunities
- create accountability
- make evaluations fairer
- Support alignment of a staff member's goals with the
- organisational unit goals, and the University strategy more broadly (see [Goal Alignment](#) module).

Drafting goals

As a starting point, employees will [draft their goals in Workday](#) ahead of a discussion with their manager. Determining your own goals increases ownership and commitment to achieving these objectives. Where needed, a manager can add or expand on goals as part of the conversation.

Top tip: It is recommended that each staff member sets between 5 – 10 goals each year.

Goal Library

A goal library is available for each cohort of staff to provide guidance or inspiration on effective goals:

[Academic Goal Library](#)

[Professional Goal Library](#)

[Executive Goal Library](#)

Goal setting against goal categories

Professional / Executive	Academic *
<ul style="list-style-type: none"> • Delivery • Citizenship and Leadership • Development 	<ul style="list-style-type: none"> • Teaching • Research • Supervision and Researcher Development • Citizenship and Service

* Depending on Academic Category

Supporting Resources for Goal Setting:

Professional / Executive	Academic
<ul style="list-style-type: none"> • Position description / Job profile • UQ Strategic Plan • Organisational Unit Strategic Plan 	<ul style="list-style-type: none"> • Position description • Criteria for Academic Performance • UQ Strategic Plan • Organisational Unit Strategic Plan