EMPLOYEE GOAL SETTING TEMPLATE

Definition:

The whole point of setting goals is to *achieve* them! But sometimes goals can be unclear, ambiguous, unrealistic, or unrelated to the agency's key goals or vision. This can make your goals hard to measure, make it hard to stay on track and sometimes goals get overtaken by the day-to-day challenges which arise.

Benefits of Use:

- Makes it easier to measure progress toward their completion.
- Helps to stay motivated because you can see you are making progress.
- Helps goals be appropriate for an individual's skills and capabilities.
- Helps with commitment to deadlines.
- Helps focus efforts on completion of the goal on or before the due date.

To set effective goals, you should:

Create goals in consultation with your manager. As you discuss and refine the goals, you're exchanging "bigger picture" information about both of your expectations, and coming to consensus.

Tailor the level of detail you capture to your needs. A more senior or autonomous employee will need less detail than a less experienced or less independent employee.

Write goals that are specific, measurable, achievable, relevant and time-bound (SMART).

Make sure that goals are achievable both individually and as a group. Assigning too many goals, even though each one might be achievable on its own, sets the employee up for failure.

Start with the end result in mind and clearly identify how success will be measured.

Always link individual employee goals to the higher level unit, division or agency goals they are designed to support, so you have a clear context for their work.

NORTHERN TERRITORY GOVERNMENT

Goal Setting Template:

Goal title	Click here to enter text.
Description	Click here to enter text.
Due date	Click here to enter a date.
Deliverables	Click here to enter text.
Interim milestones	Click here to enter text.
How will success be measured	Click here to enter text.
Dependencies	Click here to enter text.
Resources needed or supplied	Click here to enter text.
Development plans needed to support performance	Click here to enter text.
Unit, division or agency goal this goal supports	Click here to enter text.

For further information, contact swpd.ocpe@nt.gov.au

NORTHERN TERRITORY GOVERNMENT