

Performance Management Goal Setting



Overview

As a leader in the organization, it is your responsibility to objectively assess the performance of the employees on your staff.

- The ratings you offer should be independent of your personal bias.
- Example behaviors are relevant to the position and are intended to be a guide. They are not all inclusive.
- In addition to this document, managers may also reference the Competency Matrix as a guide to select the most appropriate ratings.

Instructions

Consider using this guide to set the top 3-5 goals that would make the biggest difference to the organization's success in the next year. Once you and your employee / manager are aligned on your key goal areas, continue to revisit this throughout the year to assure that you are aligned and on track to meet your goals.

Name: _____ **Manager:** _____ **Date:** _____

Key Strengths:

Key Development Areas:

Goal:	Strategies and Actions:	Timeframe:	Measures:
1.	▪	▪	:
Helps/Hindrances in Accomplishing Plan:			

Goal:	Strategies and Actions:	Timeframe:	Measures:
2.	▪	▪	
Helps/Hindrances in Accomplishing Plan:			

Goal:	Strategies and Actions:	Timeframe:	Measures:
3.	▪	▪	
Helps/Hindrances in Accomplishing Plan:			