



GOAL SETTING

PURPOSE

The purpose of the Goal Setting form is to document the specific objectives an employee is expected to achieve over a determined period of time.

For best practice goal management, the manager and employee should regularly (at least quarterly) review goal progress and alignment, and adjust goals and/or performance as required.

Employee Information

Name:

Department:

Job Title:

Manager Name:

Goal Setting Instructions

Employee goals should follow SMART format:

S- Specific, describe what you want the employee to do/deliver. **M-** Measurable, identify how success will be measured. **A-** Achievable, within the employee's authority and capabilities. **R-** Realistic, challenging and practical. **T-** Time-bound, identify when the goal needs to be completed.

Set a minimum of two individual goals.

Wherever possible, link each individual goal with the organizational goal it's designed to support so the employee has a context for their work and sees how they're contributing to the organization's success.

Goal Setting and Alignment

Goal #1 Title:

Description:

**Organizational
Goal This Goal
Supports:**

Due:

**Milestones/
Deliverables:**

**Measures of
Success:**

Attach Feedback

Employee Comments:

Manager Comments:

Goal #2 Title:

Description:

**Organizational
Goal This Goal
Supports:**

Due:

**Milestones/
Deliverables:**

**Measures of
Success:**

Attach Feedback

Employee Comments:

Manager Comments:

Goal #3 Title:

Description:

**Organizational
Goal This Goal
Supports:**

Due:

**Milestones/
Deliverables:**

**Measures of
Success:**

Attach Feedback

Employee Comments:

Manager Comments:

Goal #4 Title:

Description:

**Organizational
Goal This Goal
Supports:**

Due:

**Milestones/
Deliverables:**

**Measures of
Success:**

Attach Feedback

Employee Comments:

Manager Comments:



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