

Performance Goals (2006/2007)

Employee _____

Supervisor _____

Use this form to document agreed upon goals and objectives related to job and personal priorities/projects developed to support the College's mission and strategic plan, the Department mission and operating plan and/or Departmental and Personal development issues identified in the Annual Performance Review.

Goal or Objective (Action): Describe the specific results/outcomes expected in measurable terms:
1.
2.
3.
4.
5.

(Attach additional pages as required)

Signature and Distribution

Completed by _____ Date _____
Employee

Supervisor Date

Interim Review scheduled for _____

Distribution:

- Original – Supervisor
- Copy – Employee
- Line Executive
- Office of Human Resources

PERFORMANCE PLANNING

The basic criteria for a effective Annual Administrative Performance Evaluation is the joint setting, by supervisor and employee, of meaningful performance goals and objectives at the beginning of each plan year. This **PERFORMANCE PLANNING**, and the documenting of appropriate performance goals, is the first step in the **PERFORMANCE MANAGEMENT PROCESS** and critical to the overall success of that process. The **PERFORMANCE PLANNING** dialogue/goal setting process between supervisor and employee will help to:

- Successfully link job expectations with the College's mission and strategic plan, and/or the Departmental mission and operating plan and/or Departmental and Personal development issues identified in the Performance Appraisal.
- Establish clearly, agreed upon performance expectations and work/performance standards.
- Clarify the basis for year end evaluation.
- Provide a basis and a framework for on-going feedback, coaching, and two-way communications on performance issues throughout the year.

A GUIDE FOR DOCUMENTING PERFORMANCE GOALS/OBJECTIVES

When documenting performance goals and objectives, remember the "SMART" acronym:

S – SPECIFIC
M – MEASURABLE
A – ATTAINABLE
R – RELEVANT
T – TIME FRAMED

1. Specific – Write a concise statement of the goal including what needs to be accomplished and when – the specific results/outcomes you expect.
2. Measurable – Include in the specific goal statement (above) the measurements to be used to determine that the results/outcomes expected have been achieved.
3. Attainable – The expected results/outcomes must be within the authority, skill and knowledge level, and the needed resources should be available to, the individual expected to achieve them.
4. Relevant – The expected results/outcomes should be tied to efforts in support of the College's mission and strategic plan and/or the Departmental mission and operating

plan and/or Departmental and Personal development issues identified in the Annual Performance Appraisal.

5. Time Framed – Deadlines for achieving expected results/outcomes should be set – not left open-ended. Deadlines can be moved if circumstances warrant but should be re-set and monitored.

THE QUANTITY OF GOALS AND OBJECTIVES SET IS NOT NEARLY AS IMPORTANT AS THE QUALITY – TWO OR THREE WELL THOUGHT OUT AND SPECIFIC GOALS/OBJECTIVES, WHICH WILL POSITIVELY IMPACT INDIVIDUAL, GROUP, DEPARTMENTAL OR COLLEGE WIDE PERFORMANCE RESULTS CAN CONSTITUTE A STRONG AND APPROPRIATE PERFORMANCE PLAN.

DOCUMENTING PERFORMANCE GOALS & OBJECTIVES
EXAMPLES
(Measurements underlined)

1. Develop, introduce and market an educational program for adult learners interested in a degree in Forestry Management. The program should be in place by January 15, 2003, following all required internal and external approvals. Recruitment efforts for the initial class offerings in the fall semester should result in at least 25 new students enrolled.
2. Review and revise by December 1, 2002, the department's current policy on student discipline to insure that it is in compliance with all current state and federal regulations and the College's objectives.
3. Complete the procedures manual documentation for your position by April 1, 2003.
4. Develop and implement by June 1, 2003, a specific plan of action to insure that the College/department are in full compliance with the new federal law 1327R, by the compliance deadline of 7/1/04.
5. Take all steps necessary, by March 15, 2003, to have in place procedures and controls which will insure that all voice mail and e-mail requests for information from current and prospective students are responded to within 24 hours.
6. Train all members of your staff by October 1, 2003 and insure each is proficient in the use of the new applicant tracking system.
7. Evaluate the current procedure in place for assigning student parking permits and make appropriate recommendations for changes by February 1, 2003, which

will insure faster turn around time and eliminate lines for sign-up and pass issuance.

8. Make all departmental forms available to all users on the department's web site by April 1, 2003.
9. Evaluate the department's needs for office equipment and make a recommendation for appropriate changes, additions or reconfigurations by June 1, 2003.
10. Develop, (or improve) skills and expertise in (XYZ software; Federal Regulation ABC; Interviewing skills, etc.) by attending a workshop/course/seminar/conference before the end of the first semester. Train all fellow staff members in department by the end of the second semester.
11. Develop a training program on Sexual Harassment Policies and Guidelines for all managers and present program for at least 80% of those managers before the end of the academic year.
12. Hire and train replacement/new Assistant Director by January 18, 2003.
13. Complete all assigned projects or task within time frames specified; within budget assigned; without errors.
14. Review the department's web page on a monthly basis to insure that all data is up-to-date; that design is consistent with College standards; that access and navigation capabilities are user friendly.
15. Take all steps necessary, including required training programs for assigned staff, to insure that complaints related to customer service issues are reduced by 90% by March 1, 2003.
16. Schedule and conduct monthly meetings with your staff and the staff of the XYZ department to insure effective coordination of efforts associated with student registration, the elimination of duplicate or unnecessary steps in the process, and improve levels of cooperation and team work between the two departments.

BWW:lh