Objectives

• Understand the context for writing goals
• Review best practices for writing effective goal statements
EvalS Goals Sections

Classified and Classified IT Goal Section on EvalS

Professional Faculty Goal Section on EvalS
EvalS Goal Reactivation

If goals need to be updated during the year, after goals have been approved
Goals Context – What Goals Are All About?

• Well crafted goals provide a clear understanding of what is expected and at what level the employee will be held accountable

• Goals build a partnership between employees and supervisors in documenting opportunities for meeting evolving business needs, as well as, personal and/or career development
Goals Environment

**Business Drivers**
- Principles
- Values
- Business Plan
- Strategy
- Vision/Mission
- Change

**Position Drivers**
- Past Evaluation
- Position Plan
- Performance Criteria
- Employee Needs
- Manager Needs
- Change

**TIME FRAME** – QUARTER / ANNUAL?

**GOAL TYPE** – CORRECTIONAL / ASPIRATIONAL / INCREMENTAL?
Types of Goals

• Correctional Goals (need more, or need less, do better how)
• Development Goals (cause and effect)
• Incremental Goals (short-term or a little better)
• Transition or taking ground (mid-term general or specific)
• Aspirational or breakthrough (big – innovative – creative – significant change – usually longer-term)
Goals – Helpful Hints

• Stay away from absolutes i.e. always / never
• Failure is not an option vs. Fail forward = Learning
• Without a goal you have no direction – the map is useless without a compass
Goals Helpful Hints

• How will you know ..........the goal has been attained?
• What am I shooting at? – Level of performance
• Goals need to be motivating, not intimidating
• Imaginable, believable, achievable
Goals Helpful Hints

• Allocate enough time – Spend your time on the most important things to accomplish goals
• Direction may be as important as achievement
• Year-long plan – interim benchmarks / just like the pros
Goals – Helpful Hints

• The very next step is ........?
• Who Cares? – Is it worthwhile?
• WIIFM – What’s In It For Me?

August 26, 2014
S-M-A-R-T Goals

- **Specific**
- **Meaningful**
- **Agreed to**
- **Reality Based**
- **Time Phased**
SMART Goal

• Sean Mannion will complete over 50% of his passes and have a TD : Interception ratio greater than 3:1

• As of October 20, 2013 –
  • Completion Pct. = 68.6
  • TD = 29
  • Interceptions = 3
  • Ratio 9.66 : 1
Goals Checklist

• Are the goals aligned with values?
• SMART?
• Completion dates assigned?
• Written behaviorally – will do what, by when, with what result?
• Evaluate time vs. task?
• Obstacles assessed?
• Is the goal “owned”?
• Get started – next step
• Revise, remove, reschedule, reward