**Performance Management Expectations and Goal-Setting Discussion Worksheet**

Employee Name: Supervisor:

Empl ID#:

Title: Date:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A core principle in performance management is an emphasis on conversations between employees and supervisors. These conversations should include creating meaningful goal statements and performance expectations for employees. Well-written goal statements are critical for fair, high-quality performance management conversations. One approach to create effective goal statements is the SMART Goal model.  **SMART = Specific, Measurable, Achievable, Relevant** and **Time Sensitive**  The expectations and goal setting discussions should cover: major position duties, work priorities and timelines, performance measurements, strategies, and resources needed. | | | | | |
| **Specific**  Specific position duties goals and expectations | **Measureable**  How will this be measured? | **Achievable**  What tools and resources do you need to achieve the goal? | **Relevant**  How does this goal support you (the employee) and our organizational mission and vision? | **Time Sensitive**  When do we want to accomplish this goal? | **Accomplished?**  For use during mid-point or summary review |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

****

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Specific**  Specific position duties Goals and expectations | **Measureable**  How will this be measured? | **Achievable**  What tools and resources do you need to achieve the goal? | **Relevant**  How does this goal support you (the employee) and our organizational mission and vision? | **Time Sensitive**  When do we want to accomplish this goal? | **Accomplished?**  For use during mid-point or summary review |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Employee’s Signature: Supervisor’s Signature:

Note: The employee must receive a copy of this document.