

Employee Annual Performance/Goal Setting Form

Purposes of an Annual Performance/Goal Setting Meeting

The purposes of the annual performance and goal setting process are to provide useful feedback about job performance, set and clarify goals and expectations, provide a historical record of performance, and establish or update an employee's professional development plan.

The annual performance/goal setting meeting is only one tool of performance management. Regular feedback of progress being made toward performance and development goals is another important aspect.

Both the annual performance review and regular feedback are essential in the development of mutual understanding and agreement between the employee and supervisor. The performance review provides an opportunity for a formal discussion of specific accomplishments, challenges and development.

Preparation for an Annual Performance/Goal Setting Meeting

The supervisor will schedule the meeting a couple weeks in advance, so the employee has time to prepare their Employee Self-Assessment. The employee is to provide the supervisor a copy of their Employee Self-Assessment at least a week in advance so the supervisor has time to reflect on the professional development plan ideas and goals.

For 2020, the Annual Performance/Goal Setting Form has 5 items to complete.

1. Review the status of each professional or job-related goals and objectives identified last year including any changes/adjustments made throughout the year. Describe the progress made on each goal.
2. What are the 1-2 accomplishments that you are the most proud of?
3. What were you least proud of? What would you do differently? Are there resources, tools, or support that could help?
4. List job-related goals for the upcoming year.
5. Ideas for consideration for your Professional Development Plan.

When responding to these items, please consider the following:

- Do you have a clear understanding of the overall expectations of the position and of specific projects at hand?
- In regards to collaboration and communication with others in and out of your office, how well do you work with others? General correspondence, committee work, reports, presentations, or other areas as required by the position should be considered.
- If supervision is an aspect of your position, to what extent do you provide effective leadership or help other employees to develop and become more effective at work?

- To what extent do you demonstrate initiative in improving the effectiveness of your position or the department? Such as suggestions to streamline systems or procedures, or ways in which the position could have expanded to meet the needs of the department or College.

Goals created should follow the **SMART** format.

- **Specific** - What will be achieved and why is this important?
- **Measurable** - Define quality and quantity as precisely as possible.
- **Achievable** - Be realistic with time and resource constraints and within the capabilities of the employee (with appropriate support).
- **Relevant** - Must relate to both the role and the department's objectives, and be an obvious priority in relation to other responsibilities.
- **Time-bound** - By when should the goal/milestone be completed? Set appropriate review dates to discuss progress regularly.

Example: Instead of "Develop time-management skills" expand to "Develop time-management skills by completing a LinkedIn Learning pathway by the end of winter term".

One good technique for arriving at a balanced view of the year is to keep notes regarding performance throughout the review period. Discussions between the supervisor and employee should be regular and ongoing throughout the year, leaving no surprises during the annual performance/goal setting discussion.

The Professional Development Plan

Beginning in 2020, employees are offered the opportunity to work with their supervisor to complete a Professional Development Plan as part of their Annual Performance/Goal Setting review.

The professional development plan is created by the supervisor, while working closely with the employee, to identify the necessary skills and resources to support the employee's professional goals and the department's needs. It is a list of actionable steps for achieving insight to aspirations and to build strengths, talents and professional experiences.

Professional Development Plan-SAMPLE

Professional Development Goal	Skill Building/ Specific Action Plan	Timeline
<i>Join the Budget Committee.</i>	<i>This will enhance understanding of the College budget and long-term financial plans.</i>	<i>Apply next fiscal year.</i>
<i>Research programs and best practices from other institutions.</i>	<i>Improve department processes and keep current. Search peer institution and professional organization's websites.</i>	<i>Schedule one hour each month to research. Present ideas/findings to supervisor monthly.</i>

Preparation of the Professional Development Plan

It is important to reflect on the self-assessment when preparing the professional development plan in order to give the supervisor an understanding of the interests, skills, professional aspirations, and what is needed for motivation. Keep these questions in mind:

- What skills, technologies, activities, tasks are of interest to you?
- Are there areas of strengths that you can further developed?
- Are there gaps in your skills, qualifications, or experience to pursue?
- Do your professional plan ideas support organizational needs (divisional, departmental, team, project, committee)?
- What are the short and long-term steps to grow the identified skill or experience?

The final professional development plan will be listed on the Supervisor-Assessment form. Your supervisor may make adjustments to the professional development plan following the Annual Performance/Goal Setting meeting so it reflects your conversation.

Sample Professional Development Opportunities

- Improve knowledge or skills with technology, systems, processes
- Present at/or lead a meeting(s)
- Review meetings with the staff member - emphasizing the areas related to the anticipated results (e.g. exposure to thinking at a more global instead of local level)
- Assume a significant role for a task/project/activity that crosses departments
- Assume a leadership role in a professional organization or campus committee
- Join a new committee on campus
- Train a colleague
- Expand technical skills through training and practice
- Network to meet new colleagues inside and outside of Carleton College
- Conduct an informational interview with an expert in the same or similar field of work
- Research a departmental area of improvement and present the findings to the Director
- Research and learn about new developments in the field of work from external peer institutions and present them to supervisor and co-workers
- Pursue a position related certification
- Plan time to read articles, books, journals related to goals
- Attend a conference, meeting or workshop by a related professional organization
- Work on improving soft skills such as active listening, body language, communicating clearly and effectively, teamwork, recognition and appreciation of others
- Attend campus events like Convo, LTC, guest speaker presentation, etc.
- Take on a new duty or responsibility within the department, cross train in a new area
- Complete a LinkedIn Learning pathway (available on HR website)

Additional Tips for conducting a Performance Review

During the Annual Performance/Goal Setting Meeting

- Stay focused, maintain good eye contact and stay on track. Keep the review job centered; avoid discussion on personal issues not related to the job.
- Ask questions, then listen carefully and do not interrupt.
- Maintain objectivity. Do not get emotional. If emotions are heightened, reschedule for another time if necessary, allowing each of you to regain composure.
- Develop specific plans for follow-up and feedback and agree on a timeline for projects and goals.

Both employee and supervisor sign the Supervisor-Assessment form and provide a copy for each other and for Human Resources.

After the Annual Performance/Goal Setting Meeting

A well planned and executed meeting should leave you feeling reenergized and excited about your employment at Carleton. It can also help reinforce a strong, positive working relationship between you and your supervisor.