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HumanGround Goal-Setting

Name _____

Start date _____

Your supervisor's name _____

Number of people you supervise directly.

Below appears the Mission Statement in which you participated.

Recall why you participated in this Mission:

We are committed to a management system based on a genuine partnership between managers and employees. Our agreement on the reason this organization exists, its strategic intent, is written above.

Your opinion is the foundation for the partnership; your participation in the development of a Mission was only the beginning of an important and on-going dialogue between you and your manager.

Goal-Setting

You are about to write your own professional goals. Your first goal will be to perform the job for which you were hired to the best of your ability. There is a Position Description covering those expectations.

If you manage or supervise anyone, your second goal will be to do all you can to assure that at least 80% of those people achieve at least 80% of their goals. This commitment is an important part of our partnership.

The goals you write here will be the things you hope or expect to accomplish in the coming months. These goals will be the things you would like to do to make the achievement of your first goal happen sooner, better, more permanently, more efficiently.

In addition, your goals will lead toward your own professional development and career accomplishment. Some goals may be accomplished in a few months, others may take several years. All will make you more valuable to *any* employer.

Think about additional skills you might learn or develop which would make you more valuable professionally; think about behavior which *results in sales*, a larger client base or increased productivity and efficiency.

Think about behavior which is **quantifiable** (which can be expressed in numbers) such as number of new leads generated, number of interviews, number of cases processed, number of zero-complaint days; think of numbers which can be expressed in terms of daily, weekly, or at most, monthly subparts.

Quantifiability of goals eliminates interpretations of achievement.

While your approved goals will eventually be not less than three nor more than seven, and your first goal will be “to perform the expectations of the basic job description as well as possible,” you may write as many goals here as you wish.

1 Perform the expectations of the basic job description as well as possible.

2 (If you supervise or manage anyone) to assure that at least 80% of your team members achieve at least

80% of their goals.

3 _____

4 _____
