Goal setting template

To set effective employee goals you should:

* Start with the end in mind and identify how success will be measured.
* Create goals in consultation with your employee. As you discuss and refine the goals, you will exchange “bigger picture” information about mutual expectations, and come to consensus.
* Tailor the level of detail to the employee’s needs. A more senior or autonomous employee will need less detail than a less experienced employee.
* Goals should be specific, measurable, achievable, relevant and time-bound (SMART).
* Always link employee goals to the higher level organizational goals they are designed to support, so that the employee has a clear context for their work. (FIU’s strategic plan *FIU Next Horizon 2025* can be found [here](https://stratplan.fiu.edu/next-horizon-2025.html)).

|  |  |
| --- | --- |
| Goal title |  |
| Description |  |
| Due date |  |
| Deliverables |  |
| Interim milestones |  |
| How will success be measured |  |
| Dependencies |  |
| Resources needed |  |
| Organizational goal this goal supports |  |

See example on the next page.

Example

|  |  |
| --- | --- |
| Goal title | FIU Operation Expense Reduction 2016 |
| Description | Goal to reduce FIU’s operating expenses by 5% |
| Due date | June 1, 2017 |
| Deliverables | Expense analysis report  Recommendation presentation |
| Interim milestones | Business expense statements compiled  Operating expense analysis complete  Draft created for recommendation presentation  Final draft reviewed  Recommendations presented  Strategic Implementation |
| How will success be measured | Expense statements will be reviewed at the end of quarter following strategy implementation. |
| Dependencies | Release of expense reports  University representative schedules and availability  Draft completion and review |
| Resources needed | Business expense statements  Representatives from BUs to verify need |
| Organizational goal this goal supports | This goal will meet the university goal of reducing the cost per degree and help free funding for strategic initiatives. |



