



Expectations, Goal Setting and Professional Development

Employee Name:		Employee ID:	
Employee Title:		UDDS:	
Employee Type:	<input type="checkbox"/> Academic Staff <input type="checkbox"/> University Staff	Evaluation Period:	

Please list expectations and goals for this position. Expectations and goals include duties of the position, work priorities, developmental needs and strategies to meet these needs. When creating the goals, please keep the SMART goals in mind:

1. What is the **Specific** goal?
2. How will the goal be **Measured**?
3. How is the goal **Attainable**? Can it realistically be accomplished?
4. Explain how the goal is **Relevant** or meaningful to the employee.
5. Set a **Time** when the goal should be completed.

Example Goal: In order to save time and ensure accuracy on the annual report, keep track of report on Excel spreadsheet by updating it weekly throughout the year.

Goal #1:
Goal #2:
Goal #3:

Additional goals and expectations should be written on the back of this form or on a separate sheet.

Also discuss the major duties of the position, work priorities, how performance will be evaluated, and developmental needs including strategies to meet the needs.

Professional Development:

Please give the employee a copy of this form and all attachments. Retain one copy for your files. Send the original document to the DFMCH Human Resource Services Office.

Employee Signature

Date

Supervisor Name (Typed or Printed)

Supervisor Signature

Date

Department HR Name (Typed or Printed)

Department HR Signature

Date