

GOAL SETTING

3. **Performance Goals** should link to VSU’s strategic goals and to the goals of the individual’s work unit. They include the specific tasks an employee is responsible for achieving to help meet unit goals. Goals can be project based, related to a performance standard, or process improvement. Using the questions below, share potential goals that you would like your supervisor to consider for this upcoming performance year.

a. Given your work units goals and priorities for the upcoming performance year, what performance goals would you set for yourself that would contribute to the success of your work unit.

b. Everyone is a part of the student retention and success equation. In your job role, how do you plan to contribute to student retention and success for 2016-2017?

4. **Development Goals** are directly tied to an employee’s personal development. They can be related to attainment of new skill, knowledge or competency level or can be for career advancement. Consider all three components of development when determining your goals for the upcoming year and how you plan to accomplish them:

- Development in current role
- Expand skill set and knowledge areas
- Prepare for future roles

Goal	Method to Obtain/Resources Needed	Time Frame

Department/Unit Head Only

Unit goals should be linked to [VSU strategic goals](#) and initiatives. Please list your unit goals for the upcoming review year. Consider how you as a manager will ensure unit goals are reached.

LIST IN PRIORITY ORDER

Goal 1 (What you plan to achieve):

Time Frame (Date for when the goal will be completed by):

Objectives/Action Steps required (How the goal will be met):

Supports VSU Strategic Goal # (Identify specific VSU goal):

Goal 2 (What you plan to achieve):

Time Frame (Date for when the goal will be completed by):

Objectives/Action Steps required (How the goal will be met):

Supports VSU Strategic Goal # (Identify specific VSU goal):

Goal 3 (What you plan to achieve):

Time Frame (Date for when the goal will be completed by):

Objectives/Action Steps required (How the goal will be met):

Supports VSU Strategic Goal # (Identify specific VSU goal):

Attach additional sheets if needed.

Signature

Date