Navigating the Goal Setting Process

START HERE!

The goal setting process starts with a mission or vision.

- What is the mission of your department?
- How does it align with the University's mission?
- Is there a departmental plan?

Supervisor

Establish departmental goals… broad statements that focus on the desired outcomes to achieve the mission.

- What knowledge, skills, and abilities are needed to support the mission or departmental plan?
- What areas of improvement or change are needed to achieve the mission?

Supervisor/Staff Member

Develop definable objectives as a means of measuring the movement towards achieving the goals and ultimately the mission. Objectives are stated in precise, measurable terms.

- How will this position contribute to achieving the goals?
- What are the S.M.A.R.T. objectives?

Supervisor/Staff Member

Figure out the support actions (milestones). These are discrete, measurable events that must occur in order to accomplish the objective(s).

- Are there new skills or knowledge to be acquired first?
- What are the different tasks required to achieve the goal?

Supervisor/Staff Member

Set timeframes. Timeframes provide deadlines (a great motivator) and may determine the priority order for the action steps.

- Is there a particular sequence of events that need to happen?
- Are there interdependencies with the work of other staff members?

Supervisor/Staff Member

The final step is follow-up and measurement. Ongoing tracking and feedback validates that the established goals and defined objectives are important and worthy of time and attention.

- How will progress be tracked?
- How do we know when the goal has been accomplished?