

A New Year and New Performance Goal Opportunities!

What better way to start 2025 than creating great Individual Performance Goals?

Coaching For Success!

Collaboration between supervisor and employee greatly enhances the success of achieving individual personal development goals. These goals should challenge employees to build competencies and skills in their current roles. A meaningful personal development goal may also consider career aspirations. Are there development goals that will enhance the employee's role today and prepare them for future career opportunities?

Some questions to ask during the goal-setting process:

- What competencies or skills do I need to master to improve my performance in my current role?
- What competencies or skills do I need to master to progress towards my career aspirations?
- How will mastering these competencies or skills prepare me for expanded responsibilities?

Goals are a partnership between the employee and supervisor. They are a route to a destination. Like any trip you are on, you need to frequently look at the journey and see if any adjustments need to be made to reach the goal. Supervisors should meet regularly with their employee to review goal progress, adjust timelines and dates, and collaborate on removing roadblocks to success. Goals should be treated as a living and active part of personal growth and work satisfaction.

Normally, goals are developed during the employee performance evaluation process, but it's never too late to establish goals for the upcoming review cycle. These goals should grow the employee's knowledge, skills and abilities and meet departmental objectives. Remember to include the specific steps the employee may take and resources available to accomplish the professional development goal.

Classified Employees

Upcoming Performance Cycle Professional Development Plan[®]

Professional Development Goals [®]	Actions (Learning Steps/Resource Needs) [®]
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A&P Faculty

Professional Development

Section 3D: Professional Development in Performance Cycle

Summarize professional development efforts/activities in this performance cycle. It may be helpful to review/complete Section 3F before finalizing this section.

Section 3E: Professional Development Plan

Identify professional development efforts/activities to be pursued in the coming performance cycle. It may be helpful to review/complete Section 3F before finalizing this section.

Human Resources and Talent Development are here to help!

Consider enrolling in the following training to learn more about goal development, help your employees write goals, and learn how to give a constructive and meaningful performance review:

- [HR2156: Things Supervisors Do That Keep Chuck \(and HR\) Up at Night \(coming soon\)](#)
- [TD2652: "Helping Your Team Write Great Goals"](#)
- [HR1181: Navigating the Classified Employee Performance Evaluation Process](#)

Resources and Links

- Self-Evaluation Form
- Annual Performance Evaluation Form
- A&P Faculty Job Description and Performance Evaluation Form (Section 3D-E professional development)
- HR Website- Performance Management