

GOAL SETTING FOR THE YEAR AHEAD – NEW DEVELOPMENTS

It is time to begin setting individual goals for the year ahead. Managers and employees should begin collaborating on two to six goals. Later this summer, you will have the opportunity to record those goals in the Banner System and submit them electronically. Do not submit hard copy goals to Human Resources.

The deadline for submitting the electronic goals will be included with the instructions for using the new electronic process. Watch for more information later this summer. (In the meantime, you may record goals in a word document. It will be easy to cut and paste from that format into the new on-line system).

Important Note: The performance evaluation system contemplates a review of both set goals and regular job duties. If an employee's position has changed, it is important to update the job description accordingly so that you may evaluate performance of those duties next spring. Contact Gary Johnson for details at 271-4804.

You may find additional information on effective goal-setting by clicking on the links below:

http://facstaff.law.drake.edu/karen.wallace/goal_setting/resources.html

<http://www.drake.edu/hr/managers/goalsetting/GoalSetGuidelines.pdf>

YOUR RESPONSIBILITIES FOR EMPLOYEE DEVELOPMENT

Goal setting discussions should include a thoughtful discussion of potential development opportunities for those who report to you. It is an important managerial responsibility to ensure employees have the tools they need to develop and expand their professional capabilities. Development should also be connected to the goals of your department. Evaluate carefully the needs and desires of those who report to you. Development options include participation in

the Excellence in Learning and Development Program, attendance at conferences or off-site workshops, special committee assignments, working with a mentor, one-on-one coaching or the opportunity to work on special projects. Contact Venessa Macro or Gary Johnson in Human Resources for additional ideas about crafting a comprehensive development program.