# ***Phase 1: Goal Setting & Development Planning, Employee Checklist***

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| **Action** | **Questions / Needs / Concerns** |
| **Planning**   * + Review job description with your people manager, and update as appropriate   + Review overall function and team goals   + Reflect on both achievements and opportunities from prior performance year |  |
| **Assessment**   * Identify individual goals which align with team and functional goals * Review University competencies, select 3-5, and define how competency specifically relates to your role. (i.e., how will you demonstrate a competency?) * Reflect on short-term interests and longer-term career aspirations; think through potential challenges and resources needed to mitigate |  |
| **Calibration**   * Be prepared to discuss your (draft) goals, competencies and development opportunities with your people manager * Share your future career goals; define the support needed to be successful; create a development plan * Summarize discussion and define next steps and timeline |  |
| **Next Steps**   * Send completed performance evaluation to people manager, inclusive of the following -   + Section 1, Job Profile Summary. This is your job description; highlight your key responsibilities   + Section 2, Goal Setting- Identify 3-5 Annual Goals along with a brief Description & Expected results   + Section 3, Competencies- Identify 3-5 Competencies from University Competency Model along with Relation to Role (i.e., a brief description of how you will demonstrate this) * Share development plan with people manager |  |