# ***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
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| **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
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| **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
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| **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
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