

Expectations and Goals



DEFINE THE
REQUIREMENTS.



IDENTIFY OPPORTUNITIES
FOR IMPROVEMENT AND
GROWTH.



DISCUSS THE
REQUIREMENTS.



PUT IT ALL IN WRITING.

Start with the end in Mind :

- What does success look like?

Write 4 Expectations for one of your Direct Reports

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Expectations and Goals

It's never a bad idea to write down your expectations. This document can be kept for your records, and it can be shared with the employee so they have something to refer to. You can use the following template for written expectations.

Employee Name
(What are you defining expectations for: Job, project, ongoing duties, etc)
Date:
Key Activities or Task description if not covered above
Outline Key Steps
Identify Help or resources
Define what success will look like
Identify check in dates and process

Setting Goals the SMART Way

- **Specific:** In order for someone to achieve a goal, they must be very clear on what they want.
- **Measurable:** All goals need some form of objective measuring system so that they can stay on track and become motivated. It will also help you as the supervisor evaluate their progress.
- **Achievable:** Setting big goals is great, but setting unrealistic goals are de-motivating.
- **Relevant:** Goals must matter.
- **Timed:** Goals need to have a set time frame. Without time frames, motivation or dedication can fade.

Practice: Write 3 Goals for your Current Job:

Specific: What	Measure: How?	Time Frame?

Goal Setting Template

Name:		
Review Period:		
What do you want done, by when? Is Each goal SMART? Is each goal personal, positive and possible? How will you measure success or completion?		
Goal #1	Due Date	Results?
Goal #2	Due Date	Results?
Goal #3	Due Date	Results?
Goal #4	Due Date	Results?
Goal #5	Due Date	Results?
Comments:		