Goal Setting and Performance Planning Form

Wellesley College is committed to the practice of meaningful, timely and productive performance management for all of our employees. We encourage you to review the Guidelines for Setting Goals and Objectives as you and your supervisor complete this form.

**Identifying Information**

### Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Reports to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and Position)

### Senior Staff Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classification Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Performance Review Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Submitted to H R: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Goal Setting**

At part of the performance planning process, you should identify individual goals and areas to work on in the year ahead. Individual goals should be linked with overall department goals, as appropriate. Specific goals for this year should be described below. Also identify the activities that will help you achieve each goal. Describe the results/outcomes expected. Goals may include changes that will help you do your job better and/or improve your department. Goals may include areas of skill/competency development such as learning new technology. These goals should be the basis for mini-discussions about performance management throughout the year as well as the summary review at the conclusion of the review period.

#### Goal:

Description:

Specific Planned Activities to Achieve this Goal:

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Manager’s Signature Date

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Employee’s Signature Date