

Guidelines for Setting Goals and Objectives

Goal setting sets the stage for the entire performance management process. Goals are set on a macro level (e.g., based on your division and department) and may include team outcomes (as appropriate) and individual objectives. Your goals should be reviewed with your supervisor at times during the year to ensure that you are on track or to receive guidance on better ways to meet your objectives.

Step One: Gathering Data

Begin by reviewing the Role Document for your position, which includes the relevant competencies and skills required. Your supervisor may share the division and departmental goals with you, if available, so that you can work together to develop meaningful individual goals that allow you to support and contribute to the overall mission of Wellesley College.

Step Two: Developing Major Goals

Using the information gathered above, you and your supervisor will work together to develop goals. The overall schedule for accomplishing and completing each goal should be described, as well as the tools and resources which will be used to achieve the goal. This process helps to identify the individuals who may be involved (as resources) and/or be accountable for the results. Lastly, outline the expected results and be as specific as possible (i.e., how do you know when the goal has been achieved).

Note that goals can include acquiring a new skill or developing/improving performance in certain competency areas. Goals are expected to change from year to year based on departmental goals.

Additional Information about Goals. Goals are statements describing what organizations, departments, or individuals wish to accomplish. When goals are well developed, they answer the what, why, who, where, when and how questions.

Goals are important because they:	Goals are meaningful when they are:
<ul style="list-style-type: none">• Define priorities for the individual/department• Enhance teamwork and improve individual performance• Identify the expected results• Clarify expectations	<ul style="list-style-type: none">• Specific and measurable• Reality-based and time-bound• Agreed to and attainable

If you need assistance in the goal setting process, please contact Human Resources. We would be happy to provide guidance.