**Expectations & Goal Setting**

*This form is to be completed within 1 month of hire. Documented discussions regarding progress made towards achieving expectations and goals will occur during the Midpoint Conversation and the Summary Evaluation. Annually thereafter, expectations and goal setting for the following year may be incorporated in the Summary Evaluation in lieu of completing this form.*

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | Employee ID |  |
| Employee Title |  | UDDS |  |
| Supervisor Name |  | Date |  |

Please discuss and document expectations and goals for this position. These discussions should cover the major duties of the position, work priorities, how successful performance will be evaluated, developmental needs, and strategies to meet these needs. When creating the goals, please keep the SMART goals in mind:

1. What is the **Specific** goal?

2. How will the goal be **Measured**?

3. How is the goal **Attainable**? Can it realistically be accomplished?

4. Explain how the goal is **Relevant** or meaningful to the employee.

5. Set a **Time** when the goal should be completed.

Example Goal: Complete an inventory of all lab equipment in the Smith research lab by the end of the calendar year and record items to a spreadsheet to be updated as new equipment is purchased.

Expectations and Goals:

Please attach additional pages if needed.

*Employee signature Date*

*Supervisor Signature Date*

*Please send a copy of this form to your unit’s administration and to CALS Human Resources.*