

Goal Responsibilities: For Employees and Managers

The ability to have productive ongoing communication between managers and employees is contingent on setting clear expectations. Additionally, setting goals plays a big role in employees feeling a true sense of satisfaction, as it's a platform for understanding what success looks like. Please use this guide to help you as a manager and/or employee to understand your role in setting goals.

Employee's role in setting goals

- Review the company's goals, and department goals if available
- Gather input from internal partners to understand needs over the next goal period
 - If you were in my role, what would your 3 focus areas be?
 - What keeps you up at night?
 - How can I best help you fulfill your priorities?
- Ask your manager for their top 3 priorities for the goal period
- Ask your manager what their expectations are of you in the next goal period
- Read through your last review to identify areas you need to develop
- What strengths do you want to develop more?
- What experiences are important for you to grow professionally?
- Draft initial set of goals to review with your manager (ideally 3-5 goals)

Manager's role in setting goals

- Talk to your own manager (the employee's manager's manager) to understand their top 3 priorities for the goal period
- Walk your team through the company goals if available
- Ask your employees for their input on their expectations of the team
- Create a draft of your goals and/or team goals and share with your employees
- Ask your employees to create a draft of their goals
- Review your employee's goals and provide your input