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| Insert Your Logo Here | **Expectations & Goal Setting for New Employees** |

**INSTRUCTIONS:** This form should be completed within the first 30 days of employment. Supervisor and employee should schedule a meeting to discuss and develop goals and expectations in a joint effort, review position description, and identify training and development opportunities. A final copy signed by both employee and supervisor should be forwarded to your HR Manager.

Employee Name:
Title: Employee’s Start Date:

Supervisor Name:

A core principle in performance management is an emphasis on conversations between employees and supervisors. These conversations should include creating meaningful goal statements and performance expectations for employees. Well-written goal statements are critical for fair, high-quality performance management conversations.

**DISCUSSION POINTS**

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| **[ ]**  | **Position Description**Review and discuss major duties of position description, work priorities and timelines, strategies, and resources available. |
| **[ ]**  | **Training and Development**Discuss training and development opportunities. Visit the Learning & Talent Development website for professional development and job specific training opportunities: <https://www.ohrd.wisc.edu/home> |
| **[ ]**  | **Performance Evaluation**Discuss how performance will be evaluated throughout their probationary period and beyond. |

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|    **GOALS &****EXPECTATIONS**  | List 2 - 5 goals to accomplish over the next year. These may include job functions, behaviors to be improved, or skills / practices that could be further developed. Goals should be specific, measurable, achievable, relevant, timely, and agreed upon by the employee and supervisor. |

Need help? Use the SMART goals template

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| Goal 1: |  |
| Goal 2: |  |
| ­Goal 3: |  |
| Goal 4: |  |
| Goal 5: |  |

I have had the opportunity to review this document and discuss its contents with my supervisor.

Employee Signature Date

Supervisor Signature Date