** Setting Goals and Expectations Discussion Worksheet**

Employee Name: Supervisor:

Empl ID#:

Title: Date:

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| The expectations and goal setting discussions should cover: major position duties, work priorities and timelines, performance measurements, strategies, and resources needed. One way to accomplish this is with use of the SMART goal model. | | | | | |
| **Specific**  Specific position duties, goals or expectations | **Measurable**  How will this be measured? | **Achievable**  What tools and resources do you need to achieve the goal? | **Relevant**  How does this goal support you (the employee) and our organizational mission and vision? | **Time Sensitive**  When do we want to accomplish this goal? | **Accomplished / Review**  For use during mid-point or summary review or when do we meet to review progress |
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Employee’s Signature: Supervisor’s Signature:

Note: The employee must receive a copy of this document.