## A logo for a university of art and design Description automatically generatedGOAL SETTING

***Team Member: Leader:*** ***Cycle / Date:***

*The leader and team member meet to discuss their common goals for the next year. When the goals are identified, a conversation takes place around what each other need from the partnership to be successful in achieving the identified goals. The nature of the conversation is focused on how the team is enabled to succeed:*

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| **Optional: Team/Departmental Goals for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cycle**  *The team member or leader can list the main departmental goals/focus for the year to provide some added context in how the employees goals align with the strategic goals of the team and the University’s Strategic Plan.* |
| Instructions: Create **five SMART goals** for achievement during the fiscal period ending March 31, \_\_\_\_\_\_. Goals #1, #2 and #3 plus two goals of either #4, #5, #6 for a total of five SMART Goals for the fiscal year. |

| **Goal + Goal Category**  **Core**  **Elective** | **Goal + Anticipated Outcome** | **Goal Details + Discussion points** | **Accountable:** How does this goal align to the University’s Strategic Plan or EDI Action Plan? | **Measurable:**  What factors will define a successful outcome or contribution toward the goal? |
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| **1. Job Function Goal** |  |  |  |  |
| **2. Equity, Diversity, and Inclusion Goal** |  |  |  |  |
| **3. Indigenization and Decolonization Goal** |  |  |  |  |
| **4. Stretch Goal** |  |  |  |  |
| **5. Collaboration Goal** |  |  |  |  |
| **6. Professional Development Goal** |  |  |  |  |



Leader’s signature Date signed



Staff member’s signature Date signed