

GOAL SETTING WORKSHEET

Instructions: Use this worksheet to document the goals that you and your supervisor agreed upon for you to work towards achieving during the upcoming performance review cycle. Once Workday opens for goal setting, enter the information below to document in the Workday system.

Goal Setting Guidance:

- Set no more than 3-5 goals
- Consider a blend of organizational (focused on the work) and individual (focused on you) development goals
- Goals can be short term or long term – monthly, quarterly, full year or cycle
- If you are a supervisor, set a goal that targets your role as supervisor

Need assistance with the goal setting process? Visit [Human Resources Performance Management – Setting Goals & Expectations](#).

Goal	Description <i>(Metrics for Success - Intended Results or Outcomes)</i>	Date
1.		
2.		
3.		
4.		
5.		