**YOU@PSU: GOAL SETTING WORKSHEET**

**Performance Management Cycle: April 1, 2017- March 31, 2018**

**Instructions:** Use this worksheet to document the goals that you and your supervisor agreed upon for you to work towards achieving during the 2017-18 performance management cycle. Once complete, please share with your supervisor.

**Remember:**

* At least one goal should support University/unit/department goals
* At least one goal should support ongoing job responsibilities and/or professional development
* If you are a supervisor, set a goal that targets your role as supervisor

**Need assistance with the goal setting process?** Visit [ohr.psu.edu/performance/setting-goals-and-expectations](file:///C%3A%5CUsers%5Cslm114%5CAppData%5CLocal%5CTemp%5Cohr.psu.edu%5Cperformance%5Csetting-goals-and-expectations)

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| **Goal**  | **Metrics for Success** **(i.e. Intended Results or Outcomes)** | **Action Steps** | **Resources** | **Target Date** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5.  |  |  |  |  |  |