

Langara – Administrators

Goal Setting

Tool: Goal Setting Worksheet

1) What existing documents communicate the responsibilities and goals that describe your job?

- ☐ Job description
- ☐ Department/program/college strategic plan
- ☐ Prior year performance evaluation
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____

2) What do you understand to be the goals of your direct supervisor or department? To which of these do you contribute?

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

3) What are the major areas of ongoing responsibility in your job? For each, what is the result you are working to achieve?

Area of responsibility	Result
<input type="radio"/> _____	_____
<input type="radio"/> _____	_____
<input type="radio"/> _____	_____
<input type="radio"/> _____	_____
<input type="radio"/> _____	_____
<input type="radio"/> _____	_____

4) What special projects do you anticipate working on in this fiscal year? And what are the desired results of these projects?

Special project	Result
<input type="radio"/> _____	_____
<input type="radio"/> _____	_____
<input type="radio"/> _____	_____
<input type="radio"/> _____	_____

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- 5) For each of the ongoing and special project responsibilities above, write a draft performance goal using the SMART goal formula.

Goal Statement	What makes it SMART
Do...	Specific action taken
In order to...	to accomplish Measurable, Relevant result
By...	Within certain time frame
	Ensure it is Achievable! (realistic time frame, feasible target)

- 6) What are the areas in which you would like to learn and grow?

- a) To enhance or update skills for your current responsibilities:

- _____
- _____

- b) To take on new areas of responsibilities:

- _____
- _____

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Do...	Specific action taken
In order to...	to accomplish Measurable, Relevant result
By...	Within certain time frame
	Ensure it is Achievable! (realistic time frame, feasible target)