Goal Setting

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Goal Setting

- Any open talent related FermiWorks inbox items (performance review or goal acknowledgment) that are not submitted by December 31, 2019 will be mass advanced by Human Resources to close out the process.

- *Talk to employees/manager throughout the year, not just at Performance Review and Goal Setting Time

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Two Types of Goals

- Ongoing Job Responsibilities: Major job requirement or activity identified in a job description to be met on a continuous basis.

- Projects or Specialized Tasks: Special projects or other tasks unique to the current performance review year.

SMART Goals

- **Specific**

- **Measurable**

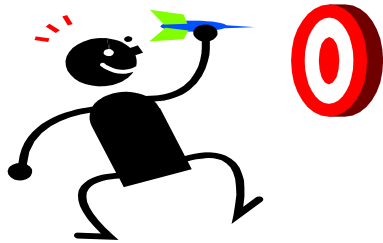- **Action-Oriented**

- **Realistic**

- **Time-Oriented**

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SMART Goals

SPECIFIC: Identify *what* is to be done and *why* and state the *expected result.*

      Sample Goal: As a cost saving measure, reduce the number of repeat repair jobs on HVAC units.

      SMART Goal: As a cost saving measure, reduce the number of repeat repair jobs on HVAC units by 35% during the next 12 months.

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SMART Goals

MEASURABLE: State in terms that are observable or verifiable. Avoid words such as *some*, *many* or *most*.

Sample Goal: Develop standard operating procedures for making major purchases in our dept.

SMART Goal: Develop 2-3 page outline of standard operating procedures for all purchases over $1000 in our dept. by Aug 9.

SMART Goals

ACTION-ORIENTED: Define the action required to achieve the goal by using action words.

Sample Goal: Monthly dept. meetings should have an agenda.

SMART Goal: Conduct monthly dept. meetings with an agenda published five days in advance of the meeting so that employees will come prepared to offer their input.
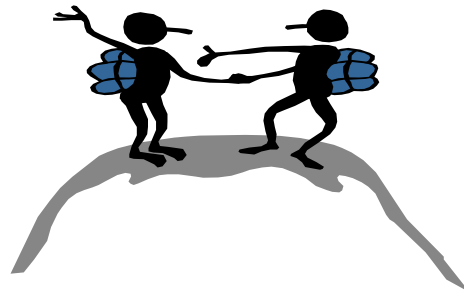
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SMART Goals

REALISTIC: Goals should be challenging but not impossible to reach. Ensure the goal is practical, results-oriented and within the employee's realm of authority and capability. Goals should be tied to Laboratory, D/S, Department or Group goals.

SMART Goal: Submit all domestic travel vouchers to accounting within 5 working days of receipt.

SMART Goals

TIME-ORIENTED: Include realistic, expected completion dates. Sub-goals may also be included.

Sample Goal: Develop a final outline for the ABC project.

SMART Goal: Research the acquisition-related aspects of the ABC project by June 15 and develop a final outline for the project by July 15.

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Step 1: Edit or add goals by clicking **My Goals** to route for manager approval due December 31, 2019. Click each goal item on the left column to edit or click **Add**. You must make at least one edit per goal (text, status, due date) for the system to detect a change to route for approval. Please **do not** click submit until all edits

Step 2: From your FermiWorks inbox, submit the 2020 Goal Setting acknowledgment task (click the orange "submit" button) after goals are entered and you have discussed with your manager.

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MONTH	ACTIONS REQUIRED
Dec	Deadline for employees and managers to finalize goal setting in FermiWorks. Update goals "ad hoc" as necessary throughout the performance year (July 1 – June 30).
May	Employees review goals in FermiWorks to ensure appropriate goals are included in the self-evaluation of the performance review.
June	Employees complete self-evaluation in FermiWorks. Update status and comments for goals/ongoing job responsibilities.
July	Managers complete and compare the manager-evaluation to the employee's self-evaluation to resolve any evaluation discrepancies between the two. Managers enter the evaluation into FermiWorks and assign an overall rating. Employees and managers may begin goal setting discussions for the upcoming performance year.
August	Managers and second level reviewers finalize reviews and ratings in FermiWorks.
Sept - Oct	Employees and managers discuss the "approved" performance review, overall rating and merit increase when available in FermiWorks.

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