ePerformance **Planning/Goal Setting Form**

Designed to reflect goals discussions for the year ahead, specifically for those using the Summary or Exception Year-end Assessment forms within ePerformance.

Name:	Performance Period (FY/AY xx):
Title:	

Planning Phase
Goal Setting

Job and Performance Goals

Please list the individual job and performance goals that you plan to accomplish in the coming year. *This box is expandable; to enter a new goal, press Tab at the end of each line for a new row.*

Goal	Measurement *[How will you measure success/ completion?}*	Due Date

Professional Growth and Development Goals

Please indicate your professional and development goals, including formal training courses and on-the-job projects and assignments. *This box is expandable; to enter a new goal, press Tab at the end of each line for a new row.*

Goal	Due Date

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Core Competencies

All Harvard University employees are expected to develop and demonstrate these competencies. At the end of the year, you will be rated on how you have demonstrated them.

▸ **Teamwork and Collaboration:** Actively participates as a member of a team to move the team toward the completion of goals. Maintains strong, personal connections with team members and key stakeholders. Aligns personal work and performance with the broader team to achieve mutual outcomes.

▸ **Embraces Change:** Actively identifies problems and opportunities for change and implements solutions where appropriate. Maintains effectiveness when experiencing major changes in work tasks or the work environment; adjusts effectively to work within new work structures, processes, requirements, or cultures.

For employees who have direct reports only:

▸ **Building a High Performing Team:** Develops a capable, diverse and cohesive team to maximize their collective skills and talents; motivates others to achieve the organization's goals; recognizes and rewards contributions.

▸ **Resource Allocation:** Manages finances and organizational resources to enhance department, school, or university goals. Deploys funds, staffing or resources economically and effectively.

Additional Competencies

If desired/applicable, select additional competencies from the **Competency Dictionary** that support your job and performance goals here.

Enter additional competencies selected from the Competency Dictionary here.