

GOAL SETTING CONVERSATION

PURPOSE

Use this template to discuss development of an employee's monthly, quarterly, or annual goals.

Reflect on the past:

- Share some highlights from last month/quarter/year.
- What accomplishment are you most proud of so far?
- What other projects or tasks would you like to work on?

Make a plan:

- What are your goals for the upcoming month/quarter/year?
- What inspired these goals?
- What can you start/stop/keep doing to reach your goals?

Address alignment:

- Do you feel your short- or long-term goals are attainable and realistic?
- Who here do you lean on to help set short- or long-term goals?
- How can you contribute to other projects or tasks for which our team is responsible?

Good:

Managers determine and share goals for employees to meet in the upcoming year.

Best:

Managers and employees discuss goal opportunities together and create a plan to achieve them as a unit.