|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Name: | |  | | Employee ID: |  |
| Position: |  | | | Manager Name: |  |
| Date: |  | | Department/Faculty: | | |

**Performance Development Timeline:**

Schedule these meetings now

Goal Setting April 1 - June 30

Performance Converation / Check-In September 1 - November 30

Annual Performance Conversation / Review February 1 - March 31

Goal setting conversations are a collaborative process and are to be completed in consultation with your manager at your *Goal Setting Conversation* meeting.

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| --- |
| 1. **Get Started** |
| * Discuss how the job contributes to the “bigger picture”; consider the department, faculty and/or university strategic plan and priorities and service to our students and/or partners of the university. * Review the university’s mission, vision and values and consider how your goals align. * How can you in your role implement EDI initiatives or an EDI lens? * You may wish to consider the following questions for discussion which may support the development of performance goals.   + How can you in your role contribute to the success of your department, faculty and the university?   + What do you love about your job? What are your strengths? How can you align your strengths with the goals you set this year?   + Which skills would you most like to develop? What goals could be set to support this development? |

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| --- | --- | --- |
| **2. Define Your Goals**  Set 3 to 5 goals for the upcoming Performance and Development Cycle.  If you need support with defining goals, refer to the “Setting Goals” handout in the resources section. | | |
| *Goal 1:* |  | |
| What challenges do you anticipate in achieving this goal? | | |
|  | | |
| What support is needed to attain this goal? | | |
|  | | |
| What are the timelines to complete this goal? | | |
|  | | |
| What are the measures by which we will evaluate goal attainment? | | |
| *Goal 2:* | |  |
| What challenges do you anticipate in achieving this goal? | | |
|  | | |
| What support is needed to attain this goal? | | |
|  | | |
| What are the timelines to complete this goal? | | |
|  | | |
| What are the measures by which we will evaluate goal attainment? | | |
| *Goal 3:* | |  |
| What challenges do you anticipate in achieving this goal? | | |
|  | | |
| What support is needed to attain this goal? | | |
|  | | |
| What are the timelines to complete this goal? | | |
|  | | |
| What are the measures by which we will evaluate goal attainment? | | |

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| **3. Identify a Professional Development Plan** | | |
| One of the ways to build institutional knowledge and organizational capacity is through professional development. To ensure that our institution keeps pace with the current standards, trends and changes in our profession, staff are encouraged to seek learning opportunities for professional growth. Achievement of professional development goals also support staff in making meaningful contributions to their team and in their efforts to progress their career.  Learning opportunities to support individual development may include: workshops, books, webinars, conferences, professional development opportunities available through the [Ontario Tech University Learning Catalogue](https://hr.ontariotechu.ca/learning-and-organizational-development/index.php), stretch assignments, cross-training, or Leadership Development programming at Ontario Tech University.  What opportunities for growth are you interested in pursuing? | | |
| **Learning Activity:** | | **Comments:** |
|  |  |  |
|  |  |  |

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| --- | --- |
| **4. Make a Plan to Meet** | |
| Set your *Check-In Conversation* meetings. These can occur at points in the cycle which correspond with the timelines of your goals so as to ensure optimal support and feedback. | |
| Date of check-in meeting #1: |  |

Note\*

Goals can be set at any point in the performance cycle for anyone who participates in 5 or more months of the cycle. Otherwise, set goals in the April – June timeframe.

Performance development is not mandatory for limited term employees but is highly recommended.

Support: [performance@ontariotechu.ca](mailto:performance@ontariotechu.ca)