Goal Setting Process Overview

This document provides a brief overview of the goal setting process. Additional resources relating to the goal setting process are available here.

Goal Setting is a collaborative process between a manager and an employee and should be discussed and agreed upon by both parties.

As the first step in the process, the manager meets with the employee to discuss work related goals and professional development activities for the upcoming year.

In preparation for the discussion with the employee, the manager should outline how their own goals for the coming year may relate to each employee, as goals are often connected and cascading.

Managers can help employees understand the connection of their own work to the broader goals and objectives of the Department. Goals should follow the SMART Goal principles (outlined below).

Once the manager and employee determine and agree on the employee's goals, the employee records them in the Halogen Goal Setting tool and submits them through the software, to their manager for approval.

The manager then logs into the Halogen Goal Setting tool and reviews, edits and/or approves their employees’ goals.

It is important that managers maintain open lines of communications with their employees throughout the year and discuss goal status, making any necessary adjustments to the goals, timelines etc., if necessary.

Further details on the Goal Setting process and the Halogen Goal Setting tool are available here.

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### SMART Goal Principles

- **Specific**
  - Should provide a precise outcome or accomplishment.

- **Measurable**
  - Includes indicators to measure the degree of achievement

- **Attainable**
  - Must be realistic, challenging, yet within reach

- **Relevant**
  - Relevant to the overall goals of the department / division / university

- **Time-Based**
  - Set within a timeframe with a specific target date. By when?