

Creating Goals for Your New Employee

A few things to remember

1. Goals should be clear and easy to understand.
2. They should be obtainable in the time frame given.
3. Review them often with employee.
4. Make changes and adjust as necessary.

Ask yourself the following Questions

1. How does this goal relate to my employee's job?
2. Will this provide opportunities for development?
3. Allow them to obtain new skills?
4. Will this impact their ability to do their regular work?

SMART Goals clarify expectations between employees and managers. They provide clear direction for your new employee and assist with the performance appraisal process. Remember that goals are liquid and change is ok. Goals should be discussed and revised based on the needs and performance of your new employee.

Specific Measurable Attainable Relevant Timely

Specific goals: Define specific results & provide concrete details on what is to be achieved

- What do you want the employee to accomplish? Why?
- What are the requirements?
- What are the constraints?

Measurable goals: Define how success will be measured

- How will you measure your employee's progress?
- How will you know when the goal is accomplished?

Attainable goals: Are challenging and go beyond day-to day duties using resources available

- How can the goal be accomplished?
- What are the steps the employee should take?

Relevant goals: Are focused on what is to be accomplished in a broader context.

- Is this a worthwhile goal?
- Is this the right time for this goal?

Timely goals: are committed to a deadline which helps focus efforts on completion of the goal.

- How long will it take to accomplish the goal?
- What is the due date?
- When is the employee going to work on this goal?

Examples of 30 Day Goals

Goal: Identify ways to reduce student wait time from 8 minutes to 5 minutes.

Expected time to complete: Discuss at the end of your first 30 days

Goal: Improve customer satisfaction scores by 5%

Expected time to complete: Create and implement plan by end of 90 days

Goals Worksheet

We have created a blank [Goals Worksheet](#) to assist with the process for writing goals for your new employee. It is recommended that you have a few goals established for the employee to begin working on during their first few weeks of employment. Make the first few goals, simple to complete, to set the employee up for success in their new role, and gradually increase the complexity of the goals as the employee is in their position.