

Guide to Setting Goals

Steps to Effective Performance Management

Human Resources Department

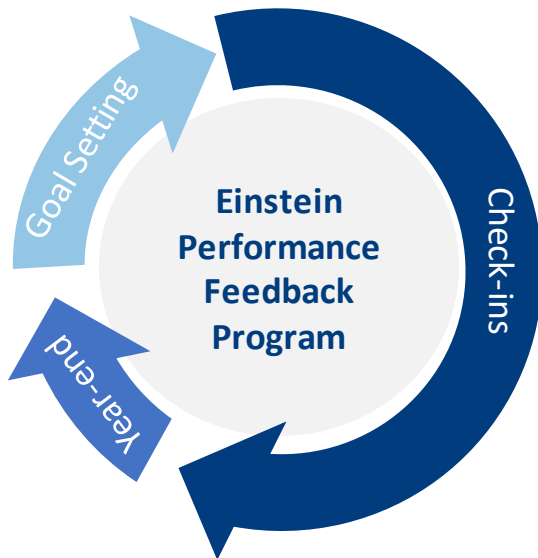
2024



Albert Einstein College of Medicine

Einstein Performance Feedback Program Overview

The **Einstein Performance Feedback Program** aims to help employees focus their efforts, learn and grow professionally, and drive toward individual and organizational results.



The Einstein Performance Feedback Program is an ongoing process throughout the year, starting with employees setting clear **goals** to define what they need and want to achieve.

During the year, regular **check-ins** between employees and their supervisor/manager will help employees to track their progress, identify areas that need support, and work towards success.

At the end of the year, employees will complete a **self-assessment** to reflect on their performance, align with their supervisor/manager during their year-end conversation, and gain insight for their goals for the next year.

Participants: All staff employees (excluding faculty and union-represented employees - 1199 & NSYNA).

Set Goals to Look Ahead

Support employees to envision what they want to accomplish by setting goals.

What are Goals?

Goals are specific, measurable, and achievable targets that help us achieve our desired outcomes.

Goals should reflect the employee's expected contributions toward their team's priorities and are defined and agreed upon with their supervisor/manager.

Benefits of Goal Setting:

- Allows employees and supervisors/managers to align on performance expectations, professional development aspirations, and support needed
- Motivates employees through active participation in creating work goals and professional development goals
- Focuses efforts on priorities and provides clear direction and purpose to help measure progress and success.

Set Goals that are SMART

Setting **SMART goals** will increase the likelihood of success, because it provides a clear vision for what you want to achieve.

SMART goals are:

<u>S</u>PECIFIC:	<u>M</u>EASURABLE:	<u>A</u>CHIEVABLE:	<u>R</u>ELEVANT:	<u>T</u>IMEBOUND:
Identify precise and clearly defined goals.	Set measurable criteria to track progress.	Set attainable, challenging goals.	Align employee's goals with broader departmental or organizational goals.	Set a timeframe to create a sense of urgency and accountability
Ask: What exactly am I going to do and why? How am I going to do it?	Ask: How will I know if I'm making progress? How will I know if I'm successful? How What data is (or can be) available?	Ask: How realistic is this goal? What resources or tools are available? What might get in the way?	Ask: How is the goal connected to the department's or the College's strategic goals?	Ask: What is the deadline to get this done? <i>For ongoing work, set a deadline for the end of next year.</i>

Example #1: Using SMART Goals

Goal: As a Study Coordinator, I aim to improve participant recruitment for the NIH-funded research study by implementing targeted outreach strategies, striving to achieve a 25% increase in eligible participant enrollment over the next six months.

SPECIFIC: Improve participant recruitment for the NIH-funded research study by implementing targeted outreach strategies

MEASURABLE: Track the number of eligible participants recruited before and after implementing the outreach strategies, aiming for a 25% increase in recruitment rates by the end of the six-month period

ACHIEVABLE: Yes

RELEVANT: Yes

TIMEBOUND: Six months

Example #2: Using SMART Goals

Goal: As an Assistant Administrator, I intend to enhance my expertise in research administration by completing a minimum of three relevant courses and obtaining the Certified Research Administrator (CRA) certification within the next twelve months.

SPECIFIC: Enhance expertise in the field of research administration by enrolling in relevant courses and obtaining the Certified Research Administrator (CRA) certification

MEASURABLE: Complete a minimum of three research administration courses and achieve the CRA certification

ACHIEVABLE: Yes

RELEVANT: Yes

TIMEBOUND: Twelve months

Goals Setting Resources

Learning Network Courses:

- GROW Coaching (Leader as Coach) - Course Number: 1359007
- High Impact Feedback & Listening - Course Number: 1308064

LinkedIn Learning: [Creating Smart Goals](#)