

Travis County Performance & Goals – EMPLOYEE GOAL WORKSHEET

Department: _____

How to Use this Worksheet

Use the following worksheet to prepare your employee project goals and metrics for the upcoming review period

Employee Project Goals in SAP Performance & Goals should be

- 1) Related to the Department Goals
- 2) Should be SMART (Specific, Measurable, Attainable, Relevant and Time-Bound).

SAP also provides a goal wizard with suggested metrics to assist you. This will help with planning employee goals before you begin inputting information into the system.

Your Department Goals Reflected in SAP

(Please see your PBO Analyst if Department Goals need changing)

- 1) Goal 1- Please reference back to Department Goals for 2020 Rollout
- 2) Goal 2- Please reference back to Department Goals for 2020 Rollout
- 3) Goal 3- Please reference back to Department Goals for 2020 Rollout
- 4) Goal 4- Please reference back to Department Goals for 2020 Rollout

1. Answer the following questions

Specific: What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?

Measurable: How can you measure progress and know if you have successfully met your goal?

Attainable: Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?

Relevant: Why am I setting this goal now? Does it align with overall objectives?

Time-bound: What is the deadline and is it realistic?

2. Write at least two SMART Goals Below

Indicate the number related to the department goal and indicate if the goal is SMART. You may use examples from the next page if needed.

(Goals are weighted as 40% of the total review score, and can have different percentages of the total 40%. Equal percentages default.)

Employee Project Goal/Goal	Support Dept Goal #?	SMART (Y/N)



SAMPLE EMPLOYEE SMART GOALS

Performance Goals

- Coach and support direct reports resulting in feedback response of 85% to the question of “provided clear expectations, meaningful feedback and fair performance evaluations” by the end of the review period.
- By July 31, 2019, beta test a new performance management system so that 100% of the beta test employees receive a performance review within the SAP System.
- Plan and oversee the office’s relocation to the new facility such that the office and all systems are fully functional by September 30, 2020.
- By July 1, 2021 develop and conduct a training program to support the transition to a new automated case management system with minimal effects on customer service such that all staff can accurately process 30 cases per day within 3 months of the training.
- By March 2021, develop and implement a customer service plan that results in department staff reporting that they are clear about expectations for excellent customer service and have the skills and support to perform at that level.
- Develop a quality improvement process for the Go & Show application system that reduces the failure rate to 1% by 03/31/21.
- Create a partnership with at least five local cities to deliver two compliance programs resulting in \$250,000 improvement in Net County Cost by 6/30/2021.
- By 04/30/21, update the user manual to include a searchable intranet version that employees find easy to use and informative.
- By May 30, 2021, chair the planning team for my professional association’s annual conference to increase my communication and team leadership skills to prepare myself for greater management responsibilities.
- By June 30, 2021, complete course work and attain a CSAC credential to enhance my skills as an effective leader and implementer for the Parks Renovation Project.

