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Successful Goal Setting Dialogue

Goal Development and Discussion

- Manager shares any known team/department goals in advance.
- Individual contributors should plan to share their proposed goals 3-5 days in advance of the meeting.
- The individual contributor should lead the conversation with proposed goals, describe how these goals contribute to the work, and provide an overview on how they plan to achieve their goals.
- Throughout the conversation, the focus should be on how the goals – including professional development goals – impact or support their work and align with department, division and University goals.

The following goal-focused questions will help guide the conversation:

- How does your goal align with department, division and University goals?
- How will this goal be measured? What resources/support are needed?
- What skills or knowledge need development to attain this goal?
- Does the goal have an impact on others?
- When do you anticipate achieving this goal? What benchmarks do you believe need to be identified to determine your progress towards this goal?
- When can time be scheduled to check in on the status of this goal?

Manager can provide feedback and suggestions as appropriate. Identify areas of strength and areas of opportunity. For additional guidance, see “Effective Goal Setting—SMART Goals.”

Alignment with TCU's Core Competencies

TCU's Core Competencies are considered universal regardless of function or role. Competencies measure knowledge, skills and observable behaviors that lead to success and align with University goals.

- Discuss TCU's Core Competencies and ensure individual contributors understands what is expected of them as it relates to each competency.
- Identify how the competencies align with goals. If needed, a manager can provide examples for an individual contributor on how to achieve a “Meets Expectations” rating.
- Determine if any developmental goals are needed around the core competencies.

Finalize Goals

- Finalize agreed upon goals and the individual contributor should enter them into PageUp Performance.
- Schedule a time to follow-up on progress of goals. At least two check-ins should occur before the annual performance evaluation.