

Setting Goals & Objectives

When looking towards the future, it is important to align goals and objectives with the direction of the University. Along with performance reviews, goal development and execution is extremely important to keep the organization on track and moving forward. The University's objectives are listed below. They focus on growth areas and specify how and when each will be measured. Review the HR website for more tools, resources and timelines (www.creighton.edu/hr).

Creighton University Objectives

1. Increase Growth In Enrollment
2. Increase Endowment
3. Reach a Certain Student Outcome Index
4. Increase Revenue & Annual Cash Flow

Steps to Maximize Your Performance Experience

1. **Complete Goal Worksheet** – Reflect and align your goals with the objectives of the University highlighted above.
2. **Meet With Your Manager** – Talk through your goals, resources and action steps
*Fill out the goal worksheet and keep in your own personal files to review at your quarterly performance meetings
3. **Accountability** – Decide how you are going to hold yourself accountable to achieve your goals
4. **Complete the Self-Assessment**
5. **Annual Performance Review** – By completing the goal worksheet and self-assessment, it will position you for success when it comes time for the annual performance review!

Be Specific

Make it
measurable

Align it with
Creighton

Set Time-
bound
deadlines

University Goals &
Objectives



Department/School
Goals & Objectives



Individual Goals &
Objectives

Creating SMART Goals

- ✓ Are the goals mission aligned?
- ✓ Are the goals aligned with the Creighton strategic Initiatives?
- ✓ Does your department/staff value these goals?
- ✓ How do the goals stretch beyond the job description?
- ✓ Are resources available to reach this goal?
- ✓ Commit to goal accountability with each other
- ✓ Modify and edit goals through the year to align with initiatives

Employee Performance Plan

Identify specific and actionable goals that you will accomplish in the next year. The goals should tie to either building up one's capability based on strengths or improving capabilities related to one's development needs. These should be S.M.A.R.T. goals with progress revisited regularly by both you and your manager.

University Goals/Objectives



School/Division Mission:



Department Objectives/Goals:



Professional Goal:

Professional Goal:

Personal Goal:

How I plan to achieve this goal:

1. _____
2. _____

Resources:

Employee Signature: _____
Date

How I plan to achieve this goal:

1. _____
2. _____

Resources:

Manager Signature: _____
Date

How I plan to achieve this goal:

1. _____
2. _____

Resources:

**These goals will be placed into the annual performance review. If there are questions, please direct them towards Human Resources or your HR Generalist.*