

HR Club

Monthly newsletter from “HR Club”

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The planning phase is the foundation of the entire Performance Management system. In this phase, individual performance as well as development goals and objectives are set for the performance period.

Employees and managers meet to clarify expected outcomes for the year and set objectives that link the employee’s job to department and campus objectives. Objectives define “what”

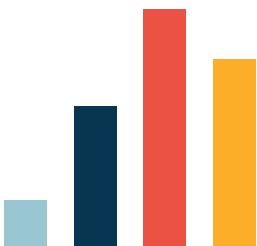
employees are expected to accomplish.

Managers and employees should aim to define

S.M.A.R.T. objectives:

- Specific
- Measurable
- Attainable
- Relevant
- Timely

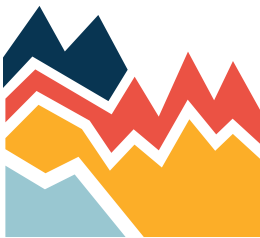
The Power of Goal Setting:



We can measure progress, evaluate the outcome, and plan for the future based on the results



They help us appropriately plan and allocate resources



Goals help us clearly define what we are trying to achieve and why it is important to do so



They connect individual employee’s work to the unit/ department and Institute’s goals

Read More:

<http://hrweb.berkeley.edu/performance-management/cycle/planning>