**2020-21 Annual Planning**

This planning phase is the initial step in the annual ePDP process which allows staff members to set goals and discus professional development plans.

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| Staff Full Name: | Supervisor Name: |
| Title: | Unit: |
| Date: | Employee G #: |

**Instructions:**

* This process begins with thinking about the staff member’s job and role at GVSU, connection to the University Strategic Plan, and any strategic plans of the division, college and/or unit.
* After a staff member has completed the document, they should share it with their supervisor. After a discussion of goals and professional development plans between the staff member and supervisor, the supervisor should “sign” the validation at the end of the form.
* This document should be retained by the employee and supervisor until further information is shared regarding the next performance review cycle.
* Contact Deb Sanders (616-331-2218), Natalie Trent (616-331-2925), or Skyler DeMeyer (hrintern@gvsu.edu) for questions.

**Goal Setting**

Staff Member: Identify no less than three (3) and no more than five (5) goals you would like to achieve this year.

**Characteristics of an effective goal.**

* Support the vision and mission of the department.
  + Mission – What you are striving to be now
  + Vision – What you want to be in the future
* Specific and satisfy a need
* Measurable
  + How will you know the goal is attained?
  + Agree upon a deadline
* Realistic but may entail risk
* Future oriented
* Results/solution oriented
* Framed in a positive content
* Flexible
* Motivational

**What to consider when setting a goal.**

* Recognize the needs - Understand the nature

of the problem

* Articulate the needs
* Identify a solution – the goal
* Identify how the goal will be achieved
* Identify and discuss needed resources
* Identify and discuss potential obstacles
* Articulate the goal using above characteristics
* Develop a plan to achieve the goal
* Communication
* Describe responsibilities
* Establish contingencies
* Discuss roadblocks immediately

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| **Goal #1** |
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| Plans to attain this goal: |
| Staff comments (optional):    Supervisor Comments (optional): |

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| **Goal #2** |
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| Plans to attain this goal: |
| Staff comments (optional):    Supervisor Comments (optional): |

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| **Goal #3** |
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| Plans to attain this goal: |
| Staff comments (optional):    Supervisor Comments (optional): |
| **Goal #4** |
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| Plans to attain this goal: |
| Staff comments (optional):    Supervisor Comments (optional): |

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| **Goal #5** |
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| Plans to attain this goal: |
| Staff comments (optional):    Supervisor Comments (optional): |

**Professional Development**

Staff Member: Identify at least three (3) goals for professional development.

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| **Development Goal #1** |
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| Comments about goal: |

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| **Development Goal #2** |
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| Comments about goal: |

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| **Development Goal #3** |
|  |
| Comments about goal: |

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| **Development Goal #4** |
|  |
| Comments about goal: |

**Comment Section**

Staff Member Comments

Supervisor Comments

**Validation**

By entering your name, you verify you have reviewed this annual planning document with the staff member.

Supervisor Name: