## Executive Team Goal Setting Form Team Goal Setting Form

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| **Name** |  |
| **Leader Role** |  |
| **Performance Year** |  |

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| **How to use this template** |
| * This template is used to elaborate upon leader expectations and set performance goals. Expectations and goals should be established at the outset of tenure and at the beginning of every performance year.
* Performance goals/expectations describe specific and measurable outcomes that define success within the current role. They reflect key responsibilities and clarify the most important results that are to be accomplished. Performance goals/expectations should support the goals of the team and faculty/unit, are achievable within the performance year, and should meet SMART criteria.
* This template supports up to four expectations/goals; if you need more, please attach a separate document.
* After entering expectations/goals into this template, plan to revisit these throughout the year during your regularly scheduled meetings. You may consult the President or advisor for additional support and feedback.
* Along with competencies, goals and expectations recorded on this template can be evaluated during the annual review by the leader and the President or advisor.
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| **Acknowledgement** |
| **Job profile**: The President’s and/or advisor’s signature acknowledges that the job profile for this position is accurate and identifies the core expectations that will be used to assess leader performance. |
| **Expectations & Goals:** The following signatures acknowledge that the goals and expectations described on this template can, in addition to the role profile and competency framework, be used to assess performance at the conclusion of the performance year |
| **Advisor/President Name:** | **Date:** |
| **Advisor/President Signature:** |
| **Leader Name:** | **Date:** |
| **Leader Signature:** |

**NEA ASPIRING EDUCATORS PROGRAM**

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| **Brief title for this expectation/goal** |
| Enter text that describes what **actions** are required to achieve this expectation/goal. What **specific activities** are required to meet this expectation or goal? |
| Enter text that describes how the achievement of this expectation/goal is **measured**, such as deliv- erables, deadlines, or milestones. Over time, how will you know if the expectation/goal is on track or off-track, has been met, or has been exceeded? |

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