GOAL-SETTING CONFERENCE - DUE BY NOVEMBER 11
QUICK REFERENCE GUIDE

GOAL SETTING CONFERENCE
Section 1: Guidelines for the completion of the Goal-Setting Conference
Section 2: Navigation Guide

SECTION 1: GOAL SETTING CONFERENCE - GUIDELINES

- The appraiser and employee will engage in a **Goal-Setting Conference**. The appraiser should involve the employee in a reflective conversation about his/her strengths and areas for improvement.
- The objectives of the Goal-Setting Conference are to:
  - Review the professional competencies that form the framework of the employee’s appraisal.
  - Share information about department goals.
  - Review the employee’s performance from the previous year’s appraisal (if available).
  - Discuss the employee’s development plan (IPDP or PPA).
  - Set expectations for the current appraisal year.

SECTION 2: GOAL SETTING CONFERENCE – NAVIGATION GUIDE

**Appraiser**
1. Appraiser will indicate the date conference was held and click **Send to [Name of Employee]** at the bottom of the page.
2. On the next page, the appraiser will confirm and click **Send to [Name of Employee]** a second time.

**Employee**
3. Employee will check box to **Acknowledge that the Goal-Setting Conference has taken place**.
4. At the bottom of the page, employee shall click **Finalize Goal Setting Conference**.
5. On the next page, the employee will confirm and click **Finalize Goal Setting Conference** a second time.