



GOAL PLANNING FORM

This Goal Planning form is an optional tool to help employees develop performance goals that will be used in the performance check-in discussions.

Goals should be reviewed to ensure three points of alignment and connection.

- **Organizational** – The individual can clearly see how their goals connect to the UCI and school, division, or department mission and goals.
- **Horizontal** – The individual’s goals connect and do not conflict across teams.
- **Vertical** – The individual’s goals connect to and do not conflict with their manager’s goals.

1. [UCI STRATEGIC PLAN](#)

a. Pillar and Goal (maximum 180 characters):

b. Details (maximum 180 characters):

2. [SCHOOL/DIVISION/DEPARTMENT STRATEGIC PLAN](#)

a. Goal (maximum 180 characters):

b. Details (maximum 180 characters):

3. INDIVIDUAL PERFORMANCE GOAL (maximum 300 characters)

S SPECIFIC
Well defined and understandable to anyone that has a basic knowledge of the goal. (maximum 200 characters)

M MEASURABLE
Have clear performance metrics that will be used to determine when the goal is complete and what success looks like. (maximum 200 characters)

A AGREED UPON
Agreement with all the stakeholders about what the goals should be. (maximum 200 characters)

R REALISTIC
Is achievable within the availability of resources, knowledge, and time. (maximum 200 characters)

T TIME-BOUND
A goal due date is required and should be determined based on an achievable length of time needed to accomplish it. (maximum 200 characters)
