Writing Goals and Outcomes
for the Meet & Confer Performance Evaluations
Agenda

1. Section I of Meet & Confer Performance Evaluation
2. Defining a Project or Goal
3. Defining a Planned Outcome
4. Section II: Professional Development Goals
5. Updating Section I and II throughout the year
Timeline

For the 2012-13 Performance Evaluation, the first part of section I and II are due Sept 30, 2013

Subsequent years this will be due on August 31
What is a Project or Goal?

- Goals are more specific than the Department Action Plan.
- Goals may have a short or long timeframe in which they are carried out.
- Goals provide the framework within which outcomes can be set and measured.
- Goals are the bigger picture.
What are Outcomes?

• Outcomes are smaller goals
• More specific in scope
• Describe desired results
• Indicate specific measurements
• Time
• Speed
• Quality
• Quantity
Examples
Professional Development Goals

New!
Significance
Learning Plan
Professional Development Goals

Input from supervisor and employee
Minimum of 20 hours of professional development
Set the broad PD goal – then determine resources

Resources could be internal classes, external training, undergrad class, grad class, conference, webinar, online training, certification

Wellness and volunteer hours – Maximum of 5 hours toward the 20.
Updating Section I and II throughout the year

Mid-year check up