

## Appendix I: New Employee Goal Setting Guide

**NOTE: This should be completed by the hiring manager and the employee within the first few weeks of employment.**

Employee Name \_\_\_\_\_

Position \_\_\_\_\_

Today's Date \_\_\_\_\_

Start Date \_\_\_\_\_

### Core/Functional Competencies

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Use additional pages if there are more than four competencies to focus on in the 90 days. *(Completed by Manager)*

### **FIRST 30 DAYS**

Success looks like... (What will the new employee have learned or done?)

I or others will help our new team member achieve success by...

### **FIRST 60 DAYS**

Success looks like...

I (or others) will help our new team member achieve success by...

**FIRST 90 DAYS**

Success looks like...

I (or others) will help our new team member achieve success by...

**ADDITIONAL GOALS AND TRAINING**

Other goals for the new employee include...

I (or others) will help our new team member achieve success with these goals by...

Specific training needs or actions to achieve the goal are...

**Both the new employee and manager should initial and date this form.  
Keep form in the departmental personnel file**

30 Days

60 Days

90 Days

Manager's initials:

Employee's initials:

Date: