**FY25 Professional and Personal Goals Worksheet**

This is a tool to assist employees with professional development and career growth as well as to facilitate collaboration between employees and managers in order to align professional goals toward achievement of the university’s [strategic plan](https://www.samford.edu/departments/strategy-and-planning/) goals. This tool has a focus period of one-year, and considering some initiatives may require small accomplishments over the next five years. To support those goals in the near term, they also create an individual development plan for the coming year. The individual development plan should correspond to existing functional responsibilities, be revisited semi-annually, and regularly updated during progress check-ins throughout the year, as appropriate.

**PROFESSIONAL GOALS** *– What two or three areas of professional development do you want to focus on in the next 12 months?*

|  |
| --- |
| Professional Goal 1 |
| [***enter professional goal aligned with strategic plan*]*****Example****: Complete at least three (3) professional development workshops or training sessions relevant to this position’s job responsibilities within the next six (6) months.****Aligns/supports SU Strategic Goal:*** *Adopt a proactive and anticipatory posture toward planning and maintaining campus infrastructure including people, places, technology, and finances.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Specific***Who? What? When? Where? Why? Which?* | **Measurable***Metrics and milestones* | **Attainable***Do you have skills and tools to accomplish this objective?* | **Relevant***Does it fit with the overall organizational objective(s)?* | **Time-Based***Intermediate and final deadline* |
| **Explicitly names what is required** *by stating the employee will complete professional development workshops or training sessions.* | **Measurement is binary** *and demonstrated by if the employee either does or does not complete the professional development workshops or training sessions.* | **Achievable and easily integrates** *with the learning/training opportunities provided by SU.* | **Aligns** *with the university’s overall strategic objective for “Employee Elevation.”* | **Provides quantifiable objectives and timelines** *in which the employee is expected to have accomplished the goal.* |

|  |
| --- |
| Professional Goal 2 |
| [***enter professional goal aligned with strategic plan*]** |

|  |
| --- |
| Professional Goal 3 |
| [***enter professional goal aligned with strategic plan*]** |

**PERSONAL GOALS** –*What two or three areas of personal development do you want to focus on in the next 12 months?*

|  |
| --- |
| Personal Goal 1 |
| [***enter personal development goal*]*****Example****: By June 30, 2025, I will have obtained a SHRM-CP certification to enhance my skills as an effective individual and leader performing specialized HR duties.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Specific***Who? What? When? Where? Why? Which?* | **Measurable***What metrics and milestones are being measured?* | **Attainable***Do you have skills and tools to accomplish this objective?* | **Relevant***Why is this goal important to you and your job?* | **Time-Based***What are intermediate and final deadlines?* |
| **Explicitly names what is required** *by stating that I will obtain a SHRM-CP certification.*  | **Measurement is binary** *and demonstrated by if the I have or have not obtained the SHRM-CP certification.* | **Achievable** *by devoting several hours of my free time per week to the course.* | **Prepares** *me to become the HR leader and business partner I want to be.* | **Provides quantifiable objectives and timelines** *in which I have until June 30, 2025 to obtain the SHRM-CP certification.*  |

|  |
| --- |
| Personal Goal 2 |
| [***enter personal development goal*]** |

|  |
| --- |
| Personal Goal 3 |
| [***enter personal development goal*]** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTION PLAN** | **EMPLOYEE** |  |  |  |  |  |
| FY25 Professional and Personal Goals | [enter employee name] |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **ACTION** | **RESPONSIBLE** | **PRIORITY** | **STATUS** | **START** | **END** | **NOTES** |
| Goal #1:  |
|  |  |  |  |  |  |   |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |   |
|   |   |   |   |   |   |   |
| Goal #2:   |
|  |  |  |  |  |  |   |
|  |  |  |  |  |  |   |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |   |
|   |   |   |   |   |   |   |
| Goal #3:  |
|  |  |  |  |  |  |   |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |
|    |