



VALUES-BASED GOAL-SETTING FORM

Type or Print in Each Section

Employee Name		PeopleSoft/TechWorks ID#	
Job Title		Unit	
Reviewed By		Date of Goal Setting	
Goal Setting Period	From		To

SETTING YOUR VALUES-BASED GOALS

Think about Georgia Tech’s values and create some values-based performance goals that you would like to strive to attain. Then think about how you might be able to reach those goals and write it out in the **S.M.A.R.T.** goal format in the below spaces. The **S.M.A.R.T.** goal may reference more than one Georgia Tech value. Please identify one to two **S.M.A.R.T.** goals.

Georgia Tech Values	Values-Based S.M.A.R.T. Goals Description
Choose the value(s) reflected in your goal(s) described in the next column.	Describe WHAT you intend to accomplish in the coming performance year and include a description of HOW you will demonstrate the Georgia Tech values through this work.
Choose an item. Students are our top priority. We strive for excellence. We thrive on diversity. We celebrate collaboration. We champion innovation. We safeguard freedom of inquiry and expression. We nurture the well-being of our community. We act ethically. We are responsible stewards.	Example: S.M.A.R.T. Goal: Create a system log using Excel to track grants so they can be sorted. Report them by at least source, date, and amount. System log to be completed by the end of December 2021. Description of how the goal ties to the value(s): <u>Collaborate</u> with OIT to use the Excel spreadsheet as a blueprint to create an <u>innovative</u> grants system log that will help drive transparency and produce more timely and accurate reporting.



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Career development goals are activities that will add to the employee’s ability to perform their job more effectively and/or prepare them for additional responsibilities or a different career path. Although these goals are optional, they are strongly encouraged. Below, please enter any career development goals that you wish to accomplish. Career development goals do not have to be values-based or approved by your supervisor; however, it is important for you and your supervisor to work together on a path forward in assisting you to achieve these goals.



Career Development Goals	Description and Comments
Identify 2-4 career development goals.	Describe your goals in detail and write some ways you might achieve them.



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Signatures:

Signing this document indicates you have had the opportunity to review it.

Employee Name, Printed [required]	Signature [required]	Date

Supervisor Name, Printed [required]	Signature [required]	Date

CC:
Unit HR Representative
GTHR Records Department