



PERFORMANCE & DEVELOPMENT PLANNING GOALS & COMPETENCY PLANNING

Use this supplementary worksheet to help you track your PDP planning meetings with your manager.

Name:

For fiscal year:

Tips:

- SMART goals can help keep you accountable, and your goals achievable.
- Align your goals with your role profile, your department and the university's goals.
- Consider adding your professional development goals.
- There's no limit to the number of goals and competencies you can set for yourself, but keep in mind that the weight given to each goal will impact your overall rating in the final assessment.

Goal & description (Employee to input into HR Smart)	Weighting (must add up to 100%)
Total weighting	100%

Goal & description (employee to input into HR Smart)	Weighting (must add up to 100%)
Total weighting	100%



Competencies & description (actions/behaviours) – view competency list (Manager to input into HR Smart)	Weighting (must add up to 100%)
Total weighting	100%