

OUTLINING YOUR GOALS PROCESS

Worksheet

This worksheet can help get you started on your goals program development. This resource will get you thinking about the key aspects of your goals program and act as a guide as you create your goals process.

Frequency

Our goal cycles will be:

- ☐ Annually ☐ Bi-annually ☐ Quarterly ☐ Monthly

Here are **top 1-3 reasons** why this is the right frequency for us:



Feedback and 1-on-1s

How frequently are 1-on-1 conversations of manager and employees on goals?

- ☐ Quarterly ☐ Monthly ☐ Bi-weekly ☐ Weekly

How frequently will employees get holistic and peer feedback about their goals?

- ☐ Annually ☐ Bi-annually ☐ Quarterly ☐ Monthly

How will I align these expectations and promote widespread practice?



Recognition & Rewards

How will employee recognition contribute in our goals program? (i.e. *when goals are achieved, how will employees be recognized and rewarded? Who will give the recognition and how many reward points?*).



My Goal for the Program

How will success look like for this program? (i.e., *Goals set, goals completed, % of employees with goals, % of employees with regular 1-1s*)



How will those metrics and its progress be measured?



Technology

Which technologies do I need to make this program a success?



CARROTS is an easy-to-use platform that allows your managers to continuously engage your employees. Talk to a us today if you want to learn how you can drive employee engagement and improve performance.

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