

Engage your employees in the goal-setting process! Not sure how to get started? Check out this sample email, written by Liz Grimes, Interim AVC of Human Resources, to get her team involved:

Hi Everyone,

I know you have been contemplating your individual goals and I want us to begin to formalize those in September. I would like to meet with each of you individually to discuss your goals. To start the process, please:

- Schedule a time for you and I to meet in September for at least an hour.
- Use the attached [goal-setting job aid](#) to start a draft of your goals and bring to our meeting.
- Start a draft of your [Talent Development Plan](#) and bring to our meeting.

It's fine if your drafts are rough drafts; they will be useful as a starting point. I also encourage you to use the [Self-Assessment](#) to help you form your ideas. Let's be mindful of 3 sources of inspiration in goal-setting –

- The Chancellor's [Strategic Plan](#)
- Our HR values
- Our 2016-17 HR priorities

Let me know if you have any questions. I am really looking forward to beginning this process with you all!

Liz