

New Hire Goal Sheet

This form is used to support goal setting for newly hired managers who join the university mid-performance review cycle. It is intended to help align expectations and establish meaningful goals for the remainder of the review period.

Managers should complete this form in collaboration with their supervisor within the first 30–60 days of employment.

The goals documented on this form are **in addition to the essential duties** required for successful performance in a Managerial role.

The Managerial Performance Review cycle runs from **July 1 through June 30** each year. A manager's hire date will determine whether this form should be completed.

For questions regarding this form or the goal-setting process, please contact hrtraining@rowan.edu.

Sample Goal Types (for reference only)

The following examples are provided to support goal development and are not required. The purpose is to provide some examples.

- Complete transition and knowledge transfer with previous role holder or team within the first 90 days.
- Establish regular team meetings and performance expectations by [date].
- Partner with key campus stakeholders to build working relationships relevant to the role.
- Identify one process improvement or priority initiative to implement before the end of the review cycle.

| Goals/Objective | Time Frame | Measure of Achievement |
|-----------------|------------|------------------------|
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Employee Signature _____ Date _____

Supervisor Signature _____ Date _____