



2011 Pre-populated Supervisory Goal Statement

The Role of a Supervisor

At U.Va., a supervisor is someone who is responsible for the performance of others. The role of a supervisor is to provide direction to employees, set priorities, assign work, ensure quality, and resolve complex problems. A successful supervisor is expected to be people focused and have an interest in leadership and progressive supervisory experience. The supervisor mentors others, builds collaborative relationships, is resourceful and action oriented. Additionally, the successful supervisor has a clear understanding of the University's vision and culture, and works directly in support of that vision.

2011 Pre-Populated Goal Statement

One of the main ways managers fulfill that mission is through developing and utilizing the talents of their employees. As a result, supervisors and managers receive a pre-populated goal statement that reflects their responsibility as individuals who supervise the work of others. These individuals are asked to expand this statement into a S.M.A.R.T. goal that is appropriate for their individual area of responsibility. Note that the text of this statement has changed from last year.

In Lead@UVA, the goal "Name" is: A supervisor/manager defines, directs, and evaluates the performance of others; establishes, promotes, and maintains a safe work environment.

Making the Statement S.M.A.R.T.

To develop this statement into a S.M.A.R.T. goal, it must be described in S.M.A.R.T. terms. In other words, it must be specific, measurable, achievable, results-oriented, and time-bound. The "Due Date" field establishes the **time component** and should reflect the end of the performance cycle for which goals are being set (9/30/2011).

The "Description" field should contain the other elements of a S.M.A.R.T. goal, as well. To begin, the goal must be **specific** to you (How will you define, direct, and provide feedback on the performance of others? How will you establish, promote, and maintain a safe work environment?).

The other three elements of “**measurable, achievable, and results oriented,**” should be included in the “Description” field.

Example

“Due Date”: 9/30/2011

“Description”:

- At the start of the evaluation cycle, identify goals that work in support of my area’s critical functions and help each employee develop goals and competencies that support those functions.
- Assist each employee in creating a meaningful career development plan that supports our organizational needs and the employee’s career objectives.
- Meet with each employee on a monthly basis to discuss progress toward and provide feedback on their performance plan.
- Revise the plan and the measurements as necessary to ensure employees have the resources required to accomplish their plans.
- Document progress made toward performance plan attainment in Lead@UVa on a regular and timely basis.
- Provide employees with safety-related information, training, and tools to establish a safe work environment and remain compliant with University, local, state, and federal regulations.