

This is an example of what that departmental goal might look like:

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| **Example**  **Department Goal** | | | | | |
| **Objective**  **(goal)** | Action Steps | Responsible Person | Measured by: | Due Date | Status |
| **Assess Employee satisfaction and develop improvement plan to improve satisfaction score by 10%.** | Survey employees for baseline score. | Susan Jones | Completion by due date. | March 1st | Completed |
| Review results and identify issues. | Joe Smith  Susan Jones | Completion by due date. | April 15 | Completed |
| Facilitate focus group and drill down on identified issues. | Susan Jones | Completion by due date. | April 30 | Completed |
| Develop action plan based on feedback. | Susan Jones | Completion by due date. | May 15 | In Process |
| Implement action plan. | Joe Smith  Susan Jones | Completion by due date. | June 30 | In Process |
| Re-survey employees. | Susan Jones | Completion by due date. | Jan 1st | In Process |
| Compare results. | Joe Smith  Susan Jones | Improved results by 10% over baseline. | Feb 15 | In Process |
| **This goal supports the strategic objective of reducing employee turnover rates by 50%, from 30% to 15%.** | | | | | |

***Note: This document is meant to serve as an example form and should not be construed as a legal document. Please contact a legal professional for legal language for your specific organization.***