Employee: Conversation date: Supervisor:

Name Select date Name

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# Objectives, Tasks, Projects

|  |  |  |
| --- | --- | --- |
| Add title of objective here | | |
| **Objective / Result** Agree on concrete objectives / expectations. | **Intermediate objectives / dates** Ensure measurability and observability (SMART). | **Assessment of objective achievement / results** |
|  |  | Assessment date: Select date  Assessment: |

|  |  |  |
| --- | --- | --- |
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|  |  | Assessment date: Select date  Assessment: |

*Please add further blocks for additional objectives, tasks or projects.*

Key questions for agreeing and discussing objectives, tasks and projects  
**Regarding Objective / Result**What specifically should change as a result of the objective/result, and what should be improved or achieved? Which performance and behaviour is expected from the employee? Are the objectives and results agreed in such a way that employees can take responsibility for them? Are there goals, tasks or projects that can be derived from the overarching strategy of ETH/the area?  
Are the objectives formulated SMART? (S=specific, M=measurable, A=accepted/achievable, R=realistic, T=time-bound)

**Regarding Intermediate objectives / dates**  
What procedure is agreed to achieve the goal? What support is necessary?  
Which measurable and observable interim objectives and which deadlines are reasonable? How will it be possible to recognise whether the defined objective/result has been achieved?  
Make sure you use SMART formulations for interim objectives as well.

**Regarding Assessment of objective achievement / results**  
Has the objective achievement progressed as planned? Discuss the circumstances and, if necessary, agree further measures to achieve the objectives in interim meetings during the year or with a view to the objective agreement of the next Dialog.