

## GOALS PLANNING WORKSHEET

### Performance Goals for an Administrative Assistant position

| WHAT ARE THE KEY AREAS OF RESPONSIBILITY?  | WHAT IS THE PROBLEM, PROCESS, PRACTICE, ISSUE, OR ROUTINE WORK TO BE ADDRESSED?                           | WHAT IS THE DESIRED OUTCOME/RESULT OR STANDARD EXPECTED?  | DRAFT – S.M.A.R.T. EXPECTATION<br>(Is the goal Specific, Measurable, Achievable, Realistic, Time-defined?)   |
|--|---|---|--|
| Office/Telephone Reception   | Maintaining face-to-face service during peak times  | Timely response to all telephone inquiries/office visitors.   | Create a check-in process by 10/30/2012 that enables next day (or earlier) follow-up with those who cannot wait for immediate service during peak times.   |
| Seminar Scheduling and Coordination  | Planning for seminars occurs too late to secure optimal meeting space and prepare advance communications. | Preferred spaces are secured and advance communications completed in time to ensure well-attended (meets 90% of expected attendance) events | Meet with Chair in (month) to plan annual schedule of events and on a quarterly basis to review plans for upcoming seminars beginning with first quarterly review in October 2012.                   |
| Administrative Support (expense reports, book orders, purchase orders)           | Routine work  | All requests processed within 24 hours of receipt and issues resolved to avoid delay in receipt of purchases.                               | Ensure that expense reports are processed within 24 hours of all expenses submitted. Purchase requisitions will be submitted within 24 hours of receiving complete information enabling the request. |
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# Performance Goals For Executive Assistants Sample

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