



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

# Goals/Objectives Setting and Review Form

## Stages for completing the Goals/Objectives Setting and Review Form:

**Stage 1 – Setting goals/objectives:** These are set by the Head of School and/or Discipline or appropriate senior person, and agreed with the employee normally within the first month of taking up post around research and scholarship, teaching and contribution to College/Discipline and Society. The Head of School and employee meet to discuss the expectations for the role and fill in this form detailing the agreed goals/objectives to be achieved during the probation period and/or annual performance review.

**Stage 2 – Employee updates the Goals/Objectives Setting and Review Form in preparation for the Final Probation Review and/or Annual Performance Review(s) following probation.**

## Personal details

|                                                                  |                |                            |   |
|------------------------------------------------------------------|----------------|----------------------------|---|
| <b>Review Type:</b>                                              |                |                            | ▼ |
| <b>For Annual Review:</b><br>(for Academics not on Tenure Track) |                |                            | ▼ |
| <b>For Tenure Review select:</b>                                 |                |                            |   |
| <b>Employee Name:</b>                                            |                |                            |   |
| <b>Trinity Title:</b>                                            |                |                            |   |
| <b>Employee Number:</b>                                          |                |                            |   |
| <b>Grade:</b>                                                    |                |                            |   |
| <b>School:</b>                                                   | Choose an Item | School of Natural Sciences |   |
| <b>Head of School:</b>                                           |                |                            |   |
| <b>Head of Discipline:</b>                                       |                |                            |   |

## Signatures

|                                 |                                                                                                |              |                               |
|---------------------------------|------------------------------------------------------------------------------------------------|--------------|-------------------------------|
|                                 | <b>I confirm that the staff member is performing to the required standard for this review:</b> |              |                               |
| <b>Signed (Head of School):</b> |                                                                                                | <b>Date:</b> | Click or tap to enter a date. |
| <b>Signed (Applicant):</b>      |                                                                                                | <b>Date:</b> | Click or tap to enter a date. |

NOTE: If there are any issues identified with the staff member's performance, please urgently contact your Faculty HR Partner for advice on the next steps.

On completion, this form will be held locally within the School.

Research

| Objective agreed                                                                       | Has this objective been achieved?                                  | Academic Reviewee's comments |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------|
| [Also, how will it be measured?<br>Is any additional support required to achieve this? | [To be filled in at the review meeting at the end of review cycle] |                              |

Head of School Comments and Feedback

| Objective for next review cycle              |
|----------------------------------------------|
| [To be filled in at the end of review cycle] |

Add more objective boxes as appropriate

Teaching

| Objective agreed                                                                       | Has this objective been achieved?                                  | Academic Reviewee's comments |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------|
| [Also, how will it be measured?<br>Is any additional support required to achieve this? | [To be filled in at the review meeting at the end of review cycle] |                              |

Head of School Comments and Feedback

| Objective for next review cycle              |
|----------------------------------------------|
| [To be filled in at the end of review cycle] |

Add more objective boxes as appropriate

Contribution to College/Discipline/Society

| Objective agreed                                                                                    | Has this objective been achieved?                                             | Academic Reviewee's comments |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------|
| <div>[Also, how will it be measured?<br/>Is any additional support required to achieve this?]</div> | <div>[To be filled in at the review meeting at the end of review cycle]</div> |                              |

Head of School Comments and Feedback

| Objective for next review cycle                         |
|---------------------------------------------------------|
| <div>[To be filled in at the end of review cycle]</div> |

Add more objective boxes as appropriate