

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 (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.
Editorial Assistance (monitor, track & maintain lists of manuscript submissions)	Certain associate editors consistently are behind schedule.	All manuscripts progress through the review process according to established schedule.	Conduct weekly phone/email communication with each associate editor to identify/immediate address issues before they impact the schedule. Begin October 1, 2012.

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Katrin Zwirgmaier



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