

## An Employee's Guide to Setting Expectations

The beginning of the fiscal year is the perfect time to sit down with your supervisor or manager to discuss expectations for the coming year. Having these conversations is the best way to be sure that you know exactly what is expected of you and that your work is aligned with your agency's and the State's goals. These conversations also provide a great opportunity to talk to your supervisor or manager about your career goals and what you can do to achieve them.

Some questions you might consider asking your supervisor or manager include:

- What specific objectives or job responsibilities will I be held accountable for this year?
- What is the time frame in which I'm expected to meet these objectives/responsibilities?
- How can I exceed the expectations that have been established?
- How does the work I do tie into the agency's overall goals?
- What projects, classes, assignments or other activities could I participate in to further develop myself for this role or future roles?



Once you've established expectations with your supervisor or manager at the beginning of the year, be sure to check back with him/her periodically to see how you're doing.

For questions related to your agency's specific performance management process, contact your HR leader.