



S.I.M.ple Goals Reference Guide

***S.I.M.ple* Goal Creation**



S.I.M.ple goals need to be clear and support our Company's strategic goals. Each employee required to have a SIMple goal, in partnership with their manager, should ensure goals meet the following criteria:

- ☑ ***S****pecific* = focused, so it's understood by everyone with no ambiguity
- ☑ ***I****important* = supports the critical needs of the company's overall strategy
- ☑ ***M****easurable* = can be measured qualitatively or quantitatively

***S.I.M.ple* Goals – Achieving Success**

- ☑ Employees required to complete a S.I.M.ple goal, along with their manager/supervisor, need to consider what are the most important things that need to be accomplished during the performance cycle (fiscal year). Theirs goals should align overall with the Company's strategy, as well as shorter term quarterly goals.
 - Each participating employee should actively assist in the development of these goals

- Hourly employees **are not** be required to complete individual S.I.M.ple goals. However, department or unit leaders may develop goals for those individuals if they desire

☑ Each manager/supervisor should have their group/department goals finalized prior to the first meeting with their individual team members. Those goals should serve as a foundation for the employee to create his/her own goals.

☑ Meet to collaborate and finalize the goals. Enter final goals by signing into emPerform online and entering them into the goal section.

☑ Meet quarterly to assess & reassess! It should be noted that goals may change during the performance cycle. New, higher-priority issues may arise; a change in job assignment or strategy shift for example. When the need occurs, meet to make the necessary goal adjustments to the keep the momentum going!

☑ Keep it S.I.M.ple and Target just (1) S.I.M.PLE Goal

Remember...what is S.I.M.ple is understood, what is understood is actioned, what is actioned is achieved!

***S.I.M.ple* Goals – Examples**

In order to assist in the development of meaningful goals, here are some examples:

- Generate report XYZ by the first Friday of each month with zero errors
- Establish research trial protocols containing no mistakes and provide at least 10 days prior to start of trial

- Obtain 2 new customers for fiscal year + increase gross margins by \$50k
- Resolve all customer complaints within 24 hours of receipt
- Zero traffic accidents or violations during fiscal year
- Install upgrade ABC by Nov. 1st, 20xx with zero post-installation issues
- Weigh and vaccinate all pigs according to pre-established schedule with zero mistakes
- Start a lab notebook and keep track of new method developments. Write in notebook at least twice per month of findings.
- Prepare fermentation tank formulations timely and with 100% accuracy

S.I.M.ple vs. not- S.I.M.ple examples

For a department

Not-S.I.M.ple “Improve our customer service”

S.I.M.ple “Achieve and maintain an average customer order fill rate of at least 90% within 3 days of order intake”

For a management team member

Not-S.I.M.ple “Create our 2019 departmental goal plan”

S.I.M.PLE “Create our 2019 departmental plan, obtain final approval from our VP. Discuss plan with our department so all team members can begin setting their performance objectives by 6/30/2019”

Not-S.I.M.ple “Improve project management skills”

S.I.M.ple “Take the Project Management Essentials workshop in winter months, report what was learned to our team by March 31st and apply the relevant concepts while implementing our marketing plan.”

For an hourly team member

Not-S.I.M.ple “Be safer when delivering orders to customers”

S.I.M.ple “At our monthly safety meetings, ask for feedback on what we are doing well and the areas where we can still improve our safety performance. Target (1) safety improvement suggestion, apply it while driving and report out on the status at the next meeting”

Quarterly Touch Points (QTP) Updates & Year End Results

Quarterly Touch Points (QTP) Updates

- To measure progress towards achieving S.I.M.ple goals, our online talent management platform, emPerform, provides an easy way to communicate progress between supervisor and their employees.
- Status updates should be completed quarterly and at the mid-year point in the performance cycle (salaried employees only).
- For some goals, there may be limited progress in the first half of the performance cycle. If limited, updates are still needed! For other goals, they may be entirely achieved by mid-year. It is at this time that goals may also be adjusted, based upon changing strategies or business priorities. Some goals could potentially be eliminated and new ones substituted as determined by your manager/supervisor.

Year-End Goal Results

- This section on the online assessment is completed near the end of the performance cycle (QTP4), before the final performance evaluation between the supervisor and employee. It is here where the final update on goal achievement is assessed and entered on the performance evaluation.

