



GOAL SETTING WORKSHEET

A. EMPLOYEE INFORMATION

Employee Name:	Supervisor Name:	Date of Review:
Job Title:	Review Period From:	To:

B. GOAL SETTING

Step 1: Identify goals within your area of responsibility that support and advance the company's strategic direction, improve your team's efficiency and effectiveness and support personal career interests.

Goal-setting is a powerful exercise. When you write down your plans, they have a way of becoming reality. Goals also serve as a way to clarify performance expectations. When setting goals, it is important to establish performance targets that contribute directly to achievement of the company's performance targets and strategic vision. Well-stated objectives are SMART (specific, measurable, achievable, realistic and time-bound). Consider goals that are job and/or project related as well as those that supports your professional development and/or performance improvement. Consult with your manager for guidance and ideas. At the beginning of the year these goals should be agreed upon by you and your manager. Write 3 to 5 key goals in the *Goal Commitment* section.

Step 2: Set timing targets.

In the *Timing Commitment* section, identify the timeline when you will start and finish each goal. For example, February 15 to April 30. Remember that timelines should be achievable and realistic.

Step 3: Review progress to your goals personally on a monthly basis and with your manager on a quarterly basis.

Each month assess your performance against goals in the *Accomplishments Review* column. Discuss any issues or concerns with meeting your goals with your manager as they arise. If you and your manager agree that adjustments should be made to goals note these changes in the appropriate section of your worksheet. At the end of each quarter, meet with your manager to review your accomplishments to your goals and submit the worksheet to your manager. At the end of the performance year, finalize your accomplishments to your goals and submit this worksheet to your manager.

Goal Commitment	Timing Commitment	Accomplishment Review

C. SIGNATURES

By signing goal setting worksheet, both parties agree upon the established goals or have met to discuss progress to goals and agreed upon any changes to goals from the last goal accomplishment review.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Next Level Supervisor Signature _____ Date _____