



# Employee goal setting and review form

Employee Name:	<input type="text"/>	Employee Number:	<input type="text"/>
Job Title:	<input type="text"/>	Job Number:	<input type="text"/>
Supervisor's Name:	<input type="text"/>	Department:	<input type="text"/>

## Personal Performance Goals

Based on the job, evaluate the employee's performance using the following scale.

Create 3-5 performance goals and at least one developmental objective for the employee. Each goal should have a descriptive title which should be entered in the Title box. Then identify what results or measurement criteria will be used to determine successful completion for each goal in the box below the Title box. Next, identify a due date for completion of each goal and enter this in the Due box.

The very last performance goal should be a developmental objective. This goal should be created to help the employee develop or enhance a skill, knowledge or competency. Enter the words - "Developmental Objective" in the Title box for this goal.

New Goal Title & Action Plan:	Due:
<input type="text"/>	<input type="text"/>



New Goal Title & Action Plan:

Due:

New Goal Title & Action Plan:

Due:

New Goal Title & Action Plan:

Due:



New Goal Title & Action Plan:

Large rounded rectangular box for writing the goal title and action plan.

Due:

Small rectangular box for entering the due date.





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