

Employee Goal-Setting Form

Date	
Perf Year	
Employee Name	
Job Title	
Supervisor	

- Create 3-5 performance goals and, at least, one development goal.
- Each goal should be *SMART* (**S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**ime-bound).
- The very last performance goal should be a development goal. Enter the words - "Developmental Goal" on the Goal Title line for this goal.

Goal Title: _____

Action Plan: _____

Is it SMART? _____ **Due Date:** _____

Quarterly Check-In

Qtrly Check-In	Months to Review	Completed?	On Track?	Supervisor's Initials	Employee's Initials
October 3 rd	July, Aug, Sept				
January 3 rd	Oct, Nov, Dec				
April 3 rd	Jan, Feb, March				

Comments: _____

Goal Title: _____
Action Plan: _____

Is it SMART? _____ **Due Date:** _____

Quarterly Check-In

Qtrly Check-In	Months to Review	Completed?	On Track?	Supervisor's Initials	Employee's Initials
October 3 rd	July, Aug, Sept				
January 3 rd	Oct, Nov, Dec				
April 3 rd	Jan, Feb, March				

Comments: _____

Goal Title: _____
Action Plan: _____

Is it SMART? _____ **Due Date:** _____

Quarterly Check-In

Qtrly Check-In	Months to Review	Completed?	On Track?	Supervisor's Initials	Employee's Initials
October 3 rd	July, Aug, Sept				
January 3 rd	Oct, Nov, Dec				
April 3 rd	Jan, Feb, March				

Comments: _____

Goal Title: _____

Action Plan: _____

Is it *SMART*? _____

Due Date: _____

Quarterly Check-In

Qtrly Check-In	Months to Review	Completed?	On Track?	Supervisor's Initials	Employee's Initials
October 3 rd	July, Aug, Sept				
January 3 rd	Oct, Nov, Dec				
April 3 rd	Jan, Feb, March				

Comments: _____

Goal Title: _____

Action Plan: _____

Is it *SMART*? _____

Due Date: _____

Quarterly Check-In

Qtrly Check-In	Months to Review	Completed?	On Track?	Supervisor's Initials	Employee's Initials
October 3 rd	July, Aug, Sept				
January 3 rd	Oct, Nov, Dec				
April 3 rd	Jan, Feb, March				

Comments: _____

Employee Name: _____

Supervisor Name: _____

Date: _____

Date: _____