

Performance Goal Setting Form

Your Information

First Name _____

Last Name _____

Department _____

Date _____

Goals

First Goal/Project/Responsibility

First Goal Description

Supervisor Revised First Goal

First Goal Director Comments

Second Goal/Project/Responsibility

Second Goal Description

Supervisor Revised Second Goal

Second Goal Director Comments

Third Goal/Project/Responsibility

Third Goal Description

Supervisor Revised Third Goal

Third Goal Director Comments

Fourth Goal/Project/Responsibility

Fourth Goal Description

Revised Supervisor Fourth Goal

Fourth Goal Director Comments