

An Equal Opportunity | Affirmative Action Employer

**Goals and Objectives Form**  
**As Part of the Staff Performance Review Process**

Employee Name

Position Title

June 1, 2018 to May 31, 2019

Department

Review Period

The Goals and Objectives Form is intended to be used to document and evaluate progress toward previous year's established Goals, and to record agreed upon Goals for the coming year.

The first time an evaluation is completed, only list goals and objectives for the coming evaluation period and the time frame for when each goal is to be met. These goals and objectives should include both departmental goals and plans for personal and professional development.

***Document and evaluate previous goals***

Goal #	Previous Year's Goals and Objectives	Evaluation	Status Completed In-progress (Update)/ Expected date of Completion Cancelled (reason)
1			
2			
3			
4			
5			

**Document goals for the upcoming evaluation period:**

<b>Goal #</b>	<b>Current Year's Goals and Objectives</b>	<b>Departmental Goal</b>	<b>Personal and/or Professional Goal</b>	<b>Expected Date of Completion</b>
1				
2				
3				
4				
5				