

GOALS & OBJECTIVES — THE PLANNING PROCESS

Employee Name: _____ Date: _____

The employee, together with the supervisor, will list the employee's goals for the fiscal year in order of priority. Each goal should state the performance objectives which will lead to that goal, what the employee plans to accomplish, identify performance measures to determine whether the goal and objectives are accomplished, and specify the target date for completion.

PRIORITY NO.1

TARGET DATE:

GOAL: OBJECTIVES:

CONSTRAINTS:

PERFORMANCE MEASURES:

PRIORITY NO.2

TARGET DATE:

GOAL:

OBJECTIVES:

CONSTRAINTS:

PERFORMANCE MEASURES:

**GOALS & OBJECTIVES — THE PLANNING PROCESS
(continued)**

PRIORITY NO.: 3

TARGET DATE:

GOAL:

OBJECTIVES:

CONSTRAINTS:

PERFORMANCE MEASURES:

PRIORITY NO.:

TARGET DATE:

GOAL

OBJECTIVES

CONSTRAINTS

PERFORMANCE MEASURES
