

Section 3: Goals for the Coming Year

This section is dedicated to the evaluation of individual goals, department/division goals, and the goals for the coming year.

List the subjects you would like to discuss during your annual performance evaluation meeting:

- 1.

- 2.

- 3.

What goals (specific measurable results) do you expect to accomplish during the next year?

Short/Long Term	Goal	Description and Measures
	1.	
	2.	
	3.	
	4.	

Section 4: Signatures

We have discussed the Employee's Self-Assessment and Performance Evaluation Planning.

Employee: _____ Date: _____

Supervisor: _____ Date: _____