

## Goal Planning Worksheet

Employee Information	
Employee Name:	
Employee ID:	
Job Title:	Department:
Manager:	
Date:	Review Period: <b>to</b>

### **1st Goal/Objective**

Describe each goal or objective.

How will the goal be evaluated?

Importance:       Essential       Important       Desirable

Start Date:      Completion Date:

### **2nd Goal/Objective**

Describe each goal or objective.

How will the goal be evaluated?

Importance:       Essential       Important       Desirable

Start Date:      Completion Date: