

Goal Setting Document (form 1)

Employee name:		Review period (i.e. year):	
Position title:		Department:	
	,		
Individual Goal:			
Related to a specific library goal:			
Key Activities / Procedures (What do you need to do to accomplish the goal?)	Measurement (How do you know the goal and/or activity / procedure is completed?)	Resources Needed (What do you need to accomplish the goal and/or activities/procedures?)	Time Frame (When will the goal and/or activities/procedures be done?
Employee signature		Date	