



PERFORMANCE ALIGNMENT REVIEW - OBJECTIVES

Template Version 1.2  
October 29, 2003

Initiate the process by completing the following fields. Then save the file, using the employee's name and ID number in the filename (e.g. PR-JohnSmith123456).

EMPLOYEE FIRST NAME	EMPLOYEE MIDDLE NAME	EMPLOYEE LAST NAME	EMPLOYEE ID NUMBER
REVIEW PERIOD:		JOB TITLE:	

Now identify 3-5 critical business objectives for the upcoming year.

OBJECTIVE 1	WEIGHTING	ALIGNS TO...	METRICS & MILESTONES
5 = Exceptional    4 = Commendable    3 = Fully Effective    2 = Needs Improvement    1 = Unacceptable			MID-YEAR RATING:
OBSERVATIONS & COMMENTS (OPTIONAL):			YEAR END RATING:

OBJECTIVE 2	WEIGHTING	ALIGNS TO...	METRICS & MILESTONES
5 = Exceptional    4 = Commendable    3 = Fully Effective    2 = Needs Improvement    1 = Unacceptable			MID-YEAR RATING:
OBSERVATIONS & COMMENTS (OPTIONAL):			YEAR END RATING: