

PERFORMANCE PLANNING

EMPLOYEE INFORMATION

Employee Name: _____

Employee ID: _____

Job Title: _____ Department: _____

Manager: _____

Date: _____ Review Period: _____ to _____

INSTRUCTIONS

S – Specific **M** – Measurable **A** – Attainable **R** – Relevant **I** – Time Based

1. **Goal/Objective.** Briefly describe each goal/objective and when it should be met or accomplished.
2. **Measurement.** How will the goal/objective be evaluated?
3. **Importance.** Rank the goal/objective as Essential, Important, or Desirable as follows:
Essential – required for job performance
Important – helpful for job performance
Desirable – asset for job performance

1ST GOAL/OBJECTIVE

Description:

Measurement:

Importance: Essential Important Desirable

2ND GOAL/OBJECTIVE

Description:

Measurement:

Importance: Essential Important Desirable

3RD GOAL/OBJECTIVE

Description:

Measurement:

Importance: Essential Important Desirable

4TH GOAL/OBJECTIVE

Description:

Measurement:

Importance: Essential Important Desirable