**Evaluation Period:** \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee ID: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_**

**Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division/ Department/ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goal** | **Goal Description (refer to Competency & Indicator)** | **Intended Results or Outcomes** | **Resources Identified** | **Completion Timeline** |
| **1** | *[SAMPLE]: Become proficient in using Microsoft PowerPoint. (2b)* | *Proficiency means being able to use PowerPoint to create and update accurate and polished slideshows that will be used in public presentations attended by diverse audiences. Slideshows should require minimal proofreading or additional formatting by others.* | *Lynda.com courses: PowerPoint Essential Training and Power Shortcuts.* | *Complete Be able to create satisfactory slideshows by April 30.* |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

**Instructions***: This worksheet is to be utilized during Annual Performance Evaluation as a planning tool. If the employee receives an overall rating of Partially Effective or Ineffective, a Corrective Action Plan must be created instead. Using this tool, Employee and Supervisor should first collaborate and come to a consensus on concrete goals, aligned to 2-3 specific indicators. If a consensus is not arrived, both the Supervisor and Employee have the ability to add goals. Either may also add goals over and above those agreed upon together.*