|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | **Position:** |  |

|  |  |  |
| --- | --- | --- |
| **Review Period:** | From: | To: |

Use this worksheet to record goals/ work priorities, specify the success criteria and, when completed, to comment on the end results.

Every employee is expected to work on a **minimum of three goals and/or work priorities**and a **maximum of eight goals and/or work priorities** during the review period.

NOTE: Attach the Performance Planning Worksheet to the annual review form. Make additional copies if needed.

|  |  |  |
| --- | --- | --- |
| 1. Goal/Work Priority    due date: | | Success Criteria |
| Employee Review Comments Date: | | |
| Supervisor Review Comments Date: | | |
| 2. Goal/Work Priority    due date: | Success Criteria | |
| Employee Review Comments Date: | | |
| Supervisor Review Comments Date: | | |
| 3. Goal/Work Priority    due date: | | Success Criteria |
| Employee Review Comments Date: | | |
| Supervisor Review Comments Date: | | |
| 4. Goal/Work Priority    due date: | | Success Criteria |
| Employee Review Comments Date: | | |
| Supervisor Review Comments Date: | | |
| 5. Goal/Work Priority    due date: | | Success Criteria |
| Employee Review Comments Date: | | |
| Supervisor Review Comments Date: | | |
| 6. Goal/Work Priority    due date: | Success Criteria | |
| Employee Review Comments Date: | | |
| Supervisor Review Comments Date: | | |
| 7. Goal/Work Priority    due date: | | Success Criteria |
| Employee Review Comments Date: | | |
| Supervisor Review Comments Date: | | |
| 8. Goal/Work Priority    due date: | | Success Criteria |
| Employee Review Comments Date: | | |
| Supervisor Review Comments Date: | | |

Planned Mid-Cycle Review Date: