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

Employees and/or Supervisors may use this worksheet to develop goals and work priorities, and success criteria for the employee. Once developed, these should be transferred to a Performance Planning Worksheet for Interim and Annual Reviews.

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| 1. Goal/Work Priority     due date:       | Success Criteria1.
 |
| Activities to Engage in:      |
| Resources/Support Needed:      |
| 2. Goal/Work Priority     due date:       | Success Criteria1.
 |
| Activities to Engage in:      |
| Resources/Support Needed:      |
| 3. Goal/Work Priority     due date:       | Success Criteria1.
 |
| Activities to Engage in:      |
| Resources/Support Needed:      |
| 4. Goal/Work Priority     due date:       | Success Criteria1.
 |
| Activities to Engage in:      |
| Resources/Support Needed:      |
| 5. Goal/Work Priority     due date:       | Success Criteria1.
 |
| Activities to Engage in:      |
| Resources/Support Needed:      |
| 6. Goal/Work Priority     due date:       | Success Criteria1.
 |
| Activities to Engage in:      |
| Resources/Support Needed:      |
| 7. Goal/Work Priority     due date:       | Success Criteria1.
 |
| Activities to Engage in:      |
| Resources/Support Needed:      |
| 8. Goal/Work Priority     due date:       | Success Criteria1.
 |
| Activities to Engage in:      |
| Resources/Support Needed:      |