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