

# Performance Goal Setting and Assessment Document

## Employee Information

Employee Name

Position/Title

Department

Assessment Period

## Performance Goals

Goal Description	Success Criteria	Target Date	Status/Progress
<div>Describe the goal...</div>	<div>Define measurab</div>	<div>MM/DD/YYYY</div>	<div>Not Started / In P</div>
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## Competencies and Development Plan

Key Strengths

List strengths observed over the period...

Development Areas & Action Plan

List development needs and planned actions...

# Overall Performance Assessment

Summarize the overall performance, achievements, and opportunities for improvement...

Employee Signature

Date

Manager Signature

Date