

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
Describe the goal...	Define measurable criteria	MM/DD/YYYY	Not Started / In Progress

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