



# Unified Government Human Resources Guide

Effective: 04-01-05

## GOAL-SETTING FORM

**Employee Name:** \_\_\_\_\_

**Classification:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Division Head :** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Evaluation Period:** \_\_\_\_\_

**Date Covered:** \_\_\_\_\_

*Goals need to be measurable, specific, realistic, and stated concisely with an objective and deadline established. Additional pages may be attached if needed. These goals need to be approved by the Department Head. The supervisor will set the number of points for each goal. The total points possible on the goals section of the performance evaluation is 50 points. Copies of goals set need to be retained by the employee, supervisor and department head so everyone is clear and in agreement on goals to be achieved.*

### **PERFORMANCE GOAL #1:**

	<table border="1"><tr><td style="text-align: center;">Number of Points Assigned</td></tr><tr><td style="text-align: center;"> </td></tr></table>	Number of Points Assigned	
Number of Points Assigned			

### **PERFORMANCE GOAL #2:**

	<table border="1"><tr><td style="text-align: center;">Number of Points Assigned</td></tr><tr><td style="text-align: center;"> </td></tr></table>	Number of Points Assigned	
Number of Points Assigned			

### **PERFORMANCE GOAL #3:**

	<table border="1"><tr><td style="text-align: center;">Number of Points Assigned</td></tr><tr><td style="text-align: center;"> </td></tr></table>	Number of Points Assigned	
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## **PERFORMANCE GOAL #4:**

<table border="1"><tr><td>Number of Points Assigned</td></tr><tr><td> </td></tr></table>	Number of Points Assigned	
Number of Points Assigned		

## **PERFORMANCE GOAL #5:**

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Number of Points Assigned		

## **PERFORMANCE GOAL #6:**

<table border="1"><tr><td>Number of Points Assigned</td></tr><tr><td> </td></tr></table>	Number of Points Assigned	
Number of Points Assigned		

Total Number of Points
<b>50</b>

## **Signatures and Dates:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_