

**PERFORMANCE EVALUATION PROGRAM**

*Optional GOAL SETTING WORKSHEET*

*These objectives should be set and agreed upon by the employee and supervisor/evaluator for the next year. Additions or modifications may be done at any time during the year. These objectives become the subject matter upon which the employee will be evaluated next year. It is strongly recommended that employee and supervisor discuss goals and progress toward achieving them at least once every three months.*

Goals listed are for the time period \_\_\_\_\_ through \_\_\_\_\_.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Please attach an additional sheet if more space is necessary.**

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Supervisor/Evaluator's Signature Date

\_\_\_\_\_  
Unit Head's Signature Date