

## **Goal Setting Form**

	Employee Inf	ormation			
Employee Name:					
Employee ID:					
Job Title:	Department:				
Manager:					
Date:		Review Period:	to		
Coale should alway	Instruct  ays be: <b>S</b> – Specific <b>M</b> – Measurable		<b>D</b> Poplistic	T Time	
Bound	ays be: $\underline{\mathbf{S}}$ – Specific $\underline{\mathbf{M}}$ – Measurable	<u><b>A</b></u> – Achievable	<b>R</b> – Realistic	<u>T</u> – Time	
	1. <b>Goal/Objective</b> . Briefly describe e	ach goal/objective	and when the go	al/objective	
should be met or	·	abiaatiya ba ayalyat	end2 (Llan augustit	ativa manaumaa	
2. <b>Measurement</b> . How will the goal/objective be evaluated? (Use quantitative measures such as % or dollar increase in revenue or market share and/or use qualitative measures which are					
descriptive of crite		ma, or use quantuely	re measures wine	ir are	
	3. <b>Importance</b> . Rank the goal as Ess	ential, Important, o	r Desirable as fol	lows:	
	Essential – required for job performance				
	Important – helpful for job performance				
	Desirable – asset for job performance				
	1 <sup>st</sup> Goal/Ob	jective			
Description:					
Measurement:					
Importance:	Essential	Important		Desirable	
	2 <sup>nd</sup> Goal/Ob	jective			
Description:					
<b>M</b>					
Measurement:					
Importance:	Essential	Important		Desirable	



		3 <sup>rd</sup> Goal/Objective	
Description:			
Measurement:			
Importance:	Essential	Important	Desirable
		4 <sup>th</sup> Goal/Objective	
Description:		, <b>,</b>	
Description			
<b>Measurement:</b>			
Importance	Eccontial	Important	Docirable
Importance:	Essential	Important	Desirable
	Essential	Important 5 <sup>th</sup> Goal/Objective	Desirable
Importance:  Description:	Essential		Desirable
	Essential		Desirable
Description:	Essential		Desirable
	Essential		Desirable
Description:	Essential		Desirable
Description:	Essential		Desirable
Description:  Measurement:		5 <sup>th</sup> Goal/Objective	
Description:	Essential		Desirable
Description:  Measurement:		5 <sup>th</sup> Goal/Objective	
Description:  Measurement:		5 <sup>th</sup> Goal/Objective	
Description:  Measurement:		5 <sup>th</sup> Goal/Objective	
Description:  Measurement:		5 <sup>th</sup> Goal/Objective	
Description:  Measurement:  Importance:	Essential	5 <sup>th</sup> Goal/Objective  Important	Desirable
Description:  Measurement:	Essential	5 <sup>th</sup> Goal/Objective	Desirable
Description:  Measurement:  Importance:	Essential	5 <sup>th</sup> Goal/Objective  Important	Desirable
Description:  Measurement:  Importance:	Essential	5 <sup>th</sup> Goal/Objective  Important	Desirable