

# Employee Goal Setting and Performance Appraisal Form

Instructions: This form is to be completed by both the employee and the manager during goal setting and annual performance appraisal cycles. Please print and sign upon completion.

## 1. Employee Information

<b>Employee Name:</b>	<input type="text"/>	<b>Job Title:</b>	<input type="text"/>
<b>Department:</b>	<input type="text"/>	<b>Manager Name:</b>	<input type="text"/>
<b>Review Period:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>

## 2. Goal Setting

Define 3 key goals for the review period, including action steps and target dates.

#	Goal Description & Action Steps	Target Date	Status / Achievement Notes
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 3. Performance Appraisal (Core Competencies)

Evaluate performance based on core competencies. Use ratings: Exceeds Expectations (EE), Meets Expectations (ME), Needs Improvement (NI).

Competency	Rating (EE / ME / NI)	Comments / Examples
<b>Job Knowledge &amp; Skills</b> Applies technical expertise and executes tasks efficiently.	<input type="text"/>	<input type="text"/>
<b>Quality of Work</b> Delivers accurate, thorough, and high-quality results.	<input type="text"/>	<input type="text"/>
<b>Communication</b> Expresses ideas clearly and collaborates effectively with others.	<input type="text"/>	<input type="text"/>
<b>Initiative &amp; Problem Solving</b> Proactively identifies issues and takes independent action.	<input type="text"/>	<input type="text"/>

## 4. Overall Evaluation & Comments

<b>Overall Performance Rating:</b>	<input type="text"/>
<b>Employee Self-Comments:</b>	<input type="text"/>
<b>Manager Summary Comments:</b>	<input type="text"/>

## 5. Acknowledgment & Signatures

Signatures below indicate that the performance appraisal has been discussed. The employee's signature does not necessarily indicate agreement with the evaluation.

<b>Employee Signature:</b>  _____	<b>Date:</b>  <input type="text"/>
<b>Manager Signature:</b>  _____	<b>Date:</b>  <input type="text"/>