# Goal Planning Template

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| Employee Information | | | | | |
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| Employee Name: |  | | | | |
| Employee ID: |  | |  | |  |
| Job Title: |  | | Department: | |  |
| Manager: |  | | | | |
| Date: |  | Review Period: | | to | |
|  | | | | | |
| Instructions | | | | | |
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| Goals should always be: S – Specific M – Measurable A – Achievable R – Realistic T – Time Bound   1. Goal/Objective. Briefly describe each goal/objective and when the goal/objective should be met or accomplished. 2. Measurement. 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 criteria.) 3. Importance. Rank the goal as Essential, Important, or Desirable as follows:   *Essential* – required for job performance *Important* – helpful for job performance *Desirable* – asset for job performance | | | | | |
| 1st Goal/Objective | | | | | |
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| Description: | | | | | |
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| Measurement:    Importance:  Essential  Important  Desirable | | | | | |

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| 2nd Goal/Objective |
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| Description: |
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| Measurement:    Importance:  Essential  Important  Desirable |
| 3rd Goal/Objective |
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| Description: |
|  |
| Measurement:    Importance:  Essential  Important  Desirable |
| 4th Goal/Objective |
|  |
| Description: |
|  |
| Measurement:    Importance:  Essential  Important  Desirable |
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