PERFORMANCE PLANNING WORKSHEET		
EMPLOYEE NAME:	POSITION:	
REVIEW PERIOD: From: To:		
Use this worksheet to record goals/ work priorities, specify the success criteria and, when completed, to comment on the end results.		
Every employee is expected to work on a minimum of three goals and/or work priorities and a		
maximum of eight goals and/or work priorities during the review period.		
NOTE: Attach the Performance Planning Worksheet to the annual review form. Make additional copies if needed.		
1. GOAL/WORK PRIORITY	SUCCESS CRITERIA:	
DUE DATE:		
Employee Review Comments	Date:	
Supervisor Review Comments	Date:	
2. GOAL/WORK PRIORITY DUE DATE:	SUCCESS CRITERIA:	
Employee Review Comments	Date:	
Supervisor Review Comments	Date:	

PERFORMANCE PLANNING WORKSHEET

3. GOAL/WORK PRIORITY	SUCCESS CRITERIA:
DUE DATE:	
Employee Review Comments	Date:
Supervisor Review Comments	Date:
4. GOAL/WORK PRIORITY	SUCCESS CRITERIA:
DUE DATE:	
Employee Review Comments	Date:
Supervisor Review Comments	Date:
•	
PLANNED MID-CYCLE REVIEW DATE	2:

PERFORMANCE PLANNING WORKSHEET

5. GOAL/WORK PRIORITY	SUCCESS CRITERIA:
DUE DATE:	
Employee Review Comments	Date:
1 0	
	_
Supervisor Review Comments	Date:
6. GOAL/WORK PRIORITY	SUCCESS CRITERIA:
0. GUAL/WUKK FRIUKITI	SUCCESS CRITERIA:
DUE DATE:	
	Date:
Employee Review Comments	Date.
Supervisor Review Comments	Date:
•	

PLANNED MID-CYCLE REVIEW DATE: _____

PERFORMANCE PLANNING WORKSHEET

7. GOAL/WORK PRIORITY	SUCCESS CRITERIA:
DUE DATE:	
	D. A
Employee Review Comments	Date:
Supervisor Review Comments	Date:
8. GOAL/WORK PRIORITY	SUCCESS CRITERIA:
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DUE DATE:	
Employee Review Comments	Date:
Supervisor Review Comments	Date:
-	

PLANNED MID-CYCLE REVIEW DATE: