

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	SUCCESS CRITERIA:
DUE DATE:	
Employee Review Comments	Date:
Supervisor Review Comments	Date:

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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: _____

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5. GOAL/WORK PRIORITY	SUCCESS CRITERIA:
DUE DATE:	
Employee Review Comments	Date:
Supervisor Review Comments	Date:
6. GOAL/WORK PRIORITY	SUCCESS CRITERIA:
DUE 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:	
Employee Review Comments	Date:
Supervisor Review Comments	Date:
8. GOAL/WORK PRIORITY	SUCCESS CRITERIA:
DUE DATE:	
Employee Review Comments	Date:
Supervisor Review Comments	Date:

PLANNED MID-CYCLE REVIEW DATE: _____