Employee Name: Betty Q3 2020

Date: July 2020

**INSTRUCTIONS**

Identify and record a minimum of **two** new goals/objectives that have been agreed upon by the employee and supervisor. The employee commits to actively progress towards these goals during the next 90 day period. Goals/objectives may fall into the following categories:

*Job Goals* – These are specific tasks that clarify or are related to your written job description. An example may be to return all client phones within 30 minutes.

*Project Goals* – These are specific tasks to help you begin, execute or end a project or project line. Examples may include to find all vendor sources for XYZ Project or to get feedback from all managers on a current process.

*Professional Development Goals* – These are goals that help you to expand your skills and job understanding. Examples may include learning new software or spending structured time in another department.

*Performance Goals* – These are designed to change your behavior in a specific way. Examples may include arriving for work on time each day or organizing your desk area.

*Productivity/Efficiency Goals* – These goals address the amount of productive work that you accomplish within a specific time frame. It may involve the speed, accuracy or consistent quality of your work.

**NEW GOALS:**

*Goal:*

*Action Items/Steps:*

*Action Item Completion Date(s):*

1. Ongoing

*Measure of Success: (what does success look like?)*

**NEW GOALS :**

*Action Items/Steps:*

*Action Item Completion Date(s):*

*Measure of Success: (what does success look like?)*

**Other Goals:**

**PAST GOALS**

*Goal to be Reviewed:*

*Action Items/Steps:*

*Measured Success:*

*Completed or Needs Further Work:*

(Note: If a past goal needs further work, you may re-add the entire goal in the NEW GOAL section or incorporate the parts that still need improvement in a new, but different goal.)

*Goal to be Reviewed:*

*Action Items/Steps:*

*Measured Success:*

*Completed or Needs Further Work:*

(Note: If a past goal needs further work, you may re-add the entire goal in the NEW GOAL section or incorporate the parts that still need improvement in a new, but different goal.)

**LAST QUARTER’S ACCOMPLISHMENTS:**

(Use this page to list and explain your accomplishments/achievements from last quarter that may not have been included in your Quarterly Goals. For example: “I didn’t complete my Goal X last quarter because I spent time extra time working on a ‘special project’ that was assigned to me.”)