

**PERFORMANCE GOALS**

Use the form below to develop three specific goals for the upcoming year that relate to the strategic plan and will improve performance, processes and/or procedures for your department and/or division. Identify knowledge, skills, and/or abilities that could be enhanced to improve the individual professionally. Use the **SMART** principle when writing goals – **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime bound. The completed form should be submitted to your supervisor within 10 days of the review.

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| **Employee Information** | | | | |
| **Employee Name:** |  | | **Review Period:** |  |
| **Department:** |  | | **Supervisor:** |  |
| **Annual Goals** | | | | |
| **Identify three annual goals to be met by the next review period.** | | | | |
| **Goal 1** | | **Goal 2** | | **Goal 3** |
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| **Expected Outcomes** | | | | |
| **State the results you expect by implementing each goal, in quantitative and/or qualitative measures.** | | | | |
| **Goal 1** | | **Goal 2** | | **Goal 3** |
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| **ECC Strategic Goal** | | | | |
| **State how your goals support the strategic initiatives of the college.** | | | | |
| **Goal 1** | | **Goal 2** | | **Goal 3** |
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| **Action Steps** | | | | | |
| **Identify the core components or elements needed to accomplish your annual goal (what needs to be done and by when).** | | | | | |
| **Goal 1** | | **Goal 2** | | **Goal 3** | |
| **Action Steps** | **Timeline** | **Action Steps** | **Timeline** | **Action Steps** | **Timeline** |
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| **\*\*The Following Sections Will Be Completed At The Next Annual Review\*\*** | | | | | |
| **Annual Goal Progress** | | | | | |
| **Select the progress of your annual goal in the terms listed below.** | | | | | |
| **Goal 1** | | **Goal 2** | | **Goal 3** | |
| 25% to goal (startup/initial actions taken)  50% to goal (process underway/on track)  75% to goal (deeply deployed)  100% to goal (fully deployed)  On-going planning  Not started | | 25% to goal (startup/initial actions taken)  50% to goal (process underway/on track)  75% to goal (deeply deployed)  100% to goal (fully deployed)  On-going planning  Not started | | 25% to goal (startup/initial actions taken)  50% to goal (process underway/on track)  75% to goal (deeply deployed)  100% to goal (fully deployed)  On-going planning  Not started | |
| **Annual Goal Summary** | | | | | |
| **Give a brief description of your annual goal accomplishments, outcomes or results. Provide any supporting documents (if applicable and available).** | | | | | |
| **Goal 1** | | **Goal 2** | | **Goal 3** | |
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