

**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** |
|       |       |       |