



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.

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	
EXPECTED OUTCOMES			
State the results you expect by implementing each goal, in quantitative and/or qualitative measures.			
GOAL 1	GOAL 2	GOAL 3	
ECC STRATEGIC GOAL			
State how your goals support the strategic initiatives of the college.			
GOAL 1	GOAL 2	GOAL 3	

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

****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
<input type="checkbox"/> 25% to goal (startup/initial actions taken)	<input type="checkbox"/> 25% to goal (startup/initial actions taken)	<input type="checkbox"/> 25% to goal (startup/initial actions taken)
<input type="checkbox"/> 50% to goal (process underway/on track)	<input type="checkbox"/> 50% to goal (process underway/on track)	<input type="checkbox"/> 50% to goal (process underway/on track)
<input type="checkbox"/> 75% to goal (deeply deployed)	<input type="checkbox"/> 75% to goal (deeply deployed)	<input type="checkbox"/> 75% to goal (deeply deployed)
<input type="checkbox"/> 100% to goal (fully deployed)	<input type="checkbox"/> 100% to goal (fully deployed)	<input type="checkbox"/> 100% to goal (fully deployed)
<input type="checkbox"/> On-going planning	<input type="checkbox"/> On-going planning	<input type="checkbox"/> On-going planning
<input type="checkbox"/> Not started	<input type="checkbox"/> Not started	<input type="checkbox"/> 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