



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

