



2017-2018 Performance Plan – Goals and Objectives Worksheet

INSTRUCTIONS: This form is to be used by the evaluating supervisor to document the individual performance goals and objectives which have been established for the 2017-2018 **performance review period***. Please provide HR with courtesy copy.

Identify at least one goal or objective and note any resources or activities needed to support the performance objective and the employee’s assigned tasks for the next performance year. A performance goal or objective is required for any rating of “In Development or Improvement Needed” or “Unsatisfactory” reflected on the evaluation. These goals and objectives become part of the employee’s performance plan and progress toward accomplishment of these goals and objectives will be assessed during the **performance evaluation delivery period****.

These goals and objectives are to be transferred to the new HRIS (Workday) upon its implementation in December 2017.

Employee Name:	UIN:
Title:	Department/Work Unit:
Goal/Objective: Description:	Date to be completed:
Resources needed to complete: (ex. release time, funding, access, software, professional development)	
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Prepared by:

Date:

Copy provided to Employee (Date):

Definitions

***Performance Review Period:** April 1 through March 31 is the standard period of performance covered in the evaluation review process.

****Performance Evaluation Delivery Period:** April 1 through May 31 is the timeframe during which the supervisor and employee formally meet to discuss, rate and document performance achievements during the performance review period.

Original Retained by Evaluating Supervisor
Copy to Employee

NEED HELP?
Human Resources
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