|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name: | |  | Empl ID#: |  |
| **2017– 2018 Performance Objectives** | | | | |
| **Supervisors** – Use this tool to plan performance for the upcoming year. Examine the needs of the unit and review any areas for improvement you identified earlier in this performance evaluation and establish at least three SMART objectives below. Objectives can include behaviors for improvement, tasks or projects for completion, or stretch assignments. Discuss and agree to priority, resources and timelines and provide a copy of these goals to the employee. Objectives can be set during the performance evaluation discussion, or during a separate performance planning meeting, but should be completed no later than **May 31, 2017.** SMART Goals are as follows:  **S**pecific - Objectives focus on specific results that are easily identified when they are achieved and when they are not.  **M**easurable - Establish metrics for the objectives - time, quality, quantity, etc.  **A**ttainable - Objectives should be challenging yet realistic.  **R**elevant to the position and the individual employee, and results-oriented.  **T**ime-bound - Objectives describe a clear time-frame for completion OR can be broken down into steps with multiple due dates. relevant to the position and the individual employee, and results-oriented. | | | | |
|  | | | | |
| ***Objective 1*** |  | | | |
| Result Desired |  | | | |
| Timeline for Completion |  | | | |
|  | | | | |
| ***Objective 2*** |  | | | |
| Result Desired |  | | | |
| Timeline for Completion |  | | | |
|  | | | | |
| ***Objective 3*** |  | | | |
| Result Desired |  | | | |
| Timeline for Completion |  | | | |
|  | | | | |
| ***Objective 4*** |  | | | |
| Result Desired |  | | | |
| Timeline for Completion |  | | | |
|  | | | | |
| ***Objective 5*** |  | | | |
| Result Desired |  | | | |
| Timeline for Completion |  | | | |

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| **2017 – 2018 Professional Development Objectives** | |
| **Development Opportunities** |  |
| Proficiency Expectations |  |
| Timeline for Completion |  |
|  | |
| **Signatures** | |
| **My supervisor and I have met to establish these performance objectives and I understand what is expected of me.** | |
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