**Professional/Professional Faculty**

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| **Identification Information** |
| Employee Name |       | Banner ID |       |
| Working Title |       | Position # |       |
| Evaluation Period | From 5-1-Last Year | To 4-30-Current Year |
| Department |       | Division |       |
| Supervisor’s Name |       | Supervisor’s Position # |       |
| Reviewer’s Name |       | Reviewer’s Position # |       |

Identify 3-5 performance goals or objectives for the upcoming year. Well-written goals meet specific criteria. “SMART” criteria can be used as a guideline to establish goals: Specific, Measurable, Attainable, Realistic, and Time-bound.

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| Weight (optional): |      % of 100% | Target Completion Date:       |
| Performance Goal #1: |       |
| Mid-Year Check In: | Date:       On Track [ ]  Not On Track [ ]  |
| **Mid-Year Feedback** |
| Employee Comments: |       |
| Manager Comments: |       |
| **Goal Adjustment** |
| Weight (optional): |      % of 100% | Target Completion Date:       |
| Performance Goal: |       |
| Comments: |       |

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| Weight (optional): |      % of 100% | Target Completion Date:       |
| Performance Goal #2: |       |
| Mid-Year Check In: | Date:       On Track [ ]  Not On Track [ ]  |
| **Mid-Year Feedback** |
| Employee Comments: |       |
| Manager Comments: |       |
| **Goal Adjustment** |
| Weight (optional): |      % of 100% | Target Completion Date:       |
| Performance Goal: |       |
| Employee Comments: |       |
| Manager Comments: |       |

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| Weight (optional): |      % of 100% | Target Completion Date:       |
| Performance Goal #3: |       |
| Mid-Year Check In: | Date:       On Track [ ]  Not On Track [ ]  |
| **Mid-Year Feedback** |
| Employee Comments: |       |
| Manager Comments: |       |
| **Goal Adjustment** |
| Weight (optional): |      % of 100% | Target Completion Date:       |
| Performance Goal: |       |
| Employee Comments: |       |
| Manager Comments: |       |

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| Weight (optional): |      % of 100% | Target Completion Date:       |
| Performance Goal #4: |       |
| Mid-Year Check In: | Date:       On Track [ ]  Not On Track [ ]  |
| **Mid-Year Feedback** |
| Employee Comments: |       |
| Manager Comments: |       |
| **Goal Adjustment** |
| Weight (optional): |      % of 100% | Target Completion Date:       |
| Performance Goal: |       |
| Employee Comments: |       |
| Manager Comments: |       |

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| Weight (optional): |      % of 100% | Target Completion Date:       |
| Performance Goal #5: |       |
| Mid-Year Check In: | Date:       On Track [ ]  Not On Track [ ]  |
| **Mid-Year Feedback** |
| Employee Comments: |       |
| Manager Comments: |       |
| **Goal Adjustment** |
| Weight (optional): |      % of 100% | Target Completion Date:       |
| Performance Goal: |       |
| Employee Comments: |       |
| Manager Comments: |       |

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| **General Comments** |
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**Signatures and verifications**

I have reviewed these performance goals with my supervisor and was given an opportunity to provide comments in the section above.

 Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and approved these performance goals.

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_