

# Goal Planning Template

## EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_  
 Employee ID: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Department: \_\_\_\_\_  
 Manager: \_\_\_\_\_  
 Date: \_\_\_\_\_ Review Period: \_\_\_\_\_ to \_\_\_\_\_

## INSTRUCTIONS

Goals should always be: **S** – Specific    **M** – Measurable    **A** – Achievable    **R** – Realistic    **I** – Time Bound

- Goal/Objective.** Briefly describe each goal/objective and when the goal/objective should be met or accomplished.
- Measurement.** How will the goal/objective be evaluated? (Use quantitative measures such as % or dollar increase in revenue or market share and/or use qualitative measures which are descriptive of criteria.)
- Importance.** Rank the goal as Essential, Important, or Desirable as follows:  
*Essential* – required for job performance  
*Important* – helpful for job performance  
*Desirable* – asset for job performance

## 1<sup>ST</sup> GOAL/OBJECTIVE

**Description:**

**Measurement:**

Importance:     Essential     Important     Desirable



**2<sup>ND</sup> GOAL/OBJECTIVE**

**Description:**

**Measurement:**

Importance:       Essential       Important       Desirable

**3<sup>RD</sup> GOAL/OBJECTIVE**

**Description:**

**Measurement:**

**Importance:**       Essential       Important       Desirable

**4<sup>TH</sup> GOAL/OBJECTIVE**

**Description:**

**Measurement:**

**Importance:**       Essential       Important       Desirable

