**Goal Setting Worksheet**

**For Evaluation Period:** \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee:** |  | **Position Title:** |  | **Last Updated:** |  |
| **Manager:** |  | **Division/Dept:** |  |  |  |

**Instructions:** Employee and manager should first review the “Setting Performance Goals” information located at: <http://www.dartmouth.edu/~hrs/profldev/performance_management/index.html>. In addition to explaining the value of setting performance goals, this information will help employees and managers prepare and develop effectively written goals that can be recorded and tracked using this worksheet. This worksheet may be attached to the Annual Performance Evaluation or the Mid-Year Check-In Form. As goals are described in those forms, this worksheet may be referenced without having to repeat all the information contained in this worksheet.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goal Description** | **Intended Results or Outcomes** | **Completion Timeline** | **Resources Identified** | **Possible Roadblocks** |
| [SAMPLE]Become proficient in using Microsoft PowerPoint.  | Proficiency means being able to use PowerPoint to create and update accurate and polished slideshows that will be used in public presentations attended by diverse audiences. Slideshows should require minimal proofreading or additional formatting by others. | Complete PowerPoint training course by March 31. Be able to create satisfactory slideshows by April 30.  | Lynda.com courses: PowerPoint 2016 Essential Training and Power Shortcuts.  | Other work priorities may arise. If that should happen, the completion timeline may need to be discussed and adjusted. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |