

**PLANNING FORM**

Name \_\_\_\_\_ Planning Period from \_\_\_\_\_ to \_\_\_\_\_

Department \_\_\_\_\_ Job Title \_\_\_\_\_

**Instructions:**

*Describe the developmental goals and objectives intended for the employee to pursue during the coming year. It is recommended that the description be specific so that at the end of the year there will be as little ambiguity as possible in judging whether each goal was achieved. It is recognized that some plans will be changed during the year and that not all goals will be achieved for a variety of reasons.*

*Set at least two objectives per Section that will aid the employee's performance development. SMARTIE goals should be used to help guide goal setting. (Strategic, Measurable, Ambitious, Realistic, Time-bound, Inclusive, Equitable).*

**Goals and Objectives****Section A – Work Habits**

	Begin Date	Completion Date
➤ _____	_____	_____
➤ _____	_____	_____

Status of Goals and Objectives at Review Date:

**Section B – Behavioral Standards**

	Begin Date	Completion Date
➤ _____	_____	_____
➤ _____	_____	_____

Status of Goals and Objectives at Review Date:

**Section C – Institutional Support**

	Begin Date	Completion Date
➤ _____	_____	_____
➤ _____	_____	_____

Status of Goals and Objectives at Review Date:

**Section D – Team Relations**

	Begin Date	Completion Date
➤ _____	_____	_____
➤ _____	_____	_____

Status of Goals and Objectives at Review Date:

**Section E – Leadership/Management (Supervisors Only)**

	Begin Date	Completion Date
➤ _____	_____	_____
➤ _____	_____	_____

Status of Goals and Objectives at Review Date:

**The goals and objectives listed above have been discussed and are understood.**

_____ Supervisor Signature	_____ Begin Date	_____ Supervisor Signature	_____ Review Date
_____ Reviewer Signature (Optional)	_____ Begin Date	_____ Reviewer Signature (Optional)	_____ Review Date
_____ Employee Signature	_____ Begin Date	_____ Employee Signature	_____ Review Date