

- Sample Form - Goal Setting Review

This is an example form used by one of our customers. If you would like us to send you the editable Word document, please contact info@halogensoftware.com

EMPLOYEE INFORMATION

Name: Job Title:
Manager Name: Department:

Purpose of Appraisal: Annual Review
 Goal Setting

Evaluated By







INSTRUCTIONS FOR NEW GOALS

Identify a minimum of two new objectives. These objectives must be those that the employee agreed to accomplish over the coming year and address any one of the following areas:

Project Goals are specific assignments to participate in or manage ongoing or future projects. When setting project oriented goals, outline the scope of the role the employee is to play, lists resources and completion time frame and define the desired result.

Enter additional goals (to a maximum of 5 in total) by clicking on the "Add New" button.

NEW GOALS

Objectives	Weight
<p>Title: <input type="text"/></p> <p>  <input type="text"/></p> <p>Due: <input type="text"/> </p>	<input type="text"/> %
<p>Action Items/Steps</p> <p><input type="text"/></p> <p>Measures of Success</p> <p><input type="text"/></p>	
<p>Title: <input type="text"/></p> <p>  <input type="text"/></p> <p>Due: <input type="text"/> </p>	<input type="text"/> %
<p>Action Items/Steps</p> <p><input type="text"/></p>	

Measures of Success

 Add New...

INSTRUCTIONS FOR RATING PAST GOALS

Evaluate past goals by assessing the accomplishments achieved in each category. Enter additional past goals (to a maximum of 5 in total) by clicking on the "Add New" button.

Past goals that have been entered in the system can be accessed from the employee record using the "Copy from Clipboard" icon to the left of each goal field.

PAST GOALS

Employee Score: Manager Score: / 5.0 %

Goals	Accomplishments	Score	Weight
		N/A	N/A
Title:			
<div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid #ccc; width: 60px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; width: 60px; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid #ccc; width: 40px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; width: 40px; height: 20px; margin-bottom: 5px;"></div>
Due: <input type="text"/>	Completed: <input type="text"/>	/5.0	%
Action Items/Steps		Accomplishments	
<div style="border: 1px solid #ccc; height: 40px;"></div>		<div style="border: 1px solid #ccc; height: 40px;"></div>	
Measures of Success		Accomplishments	
<div style="border: 1px solid #ccc; height: 40px;"></div>		<div style="border: 1px solid #ccc; height: 40px;"></div>	
		N/A	N/A
Title:			
<div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid #ccc; width: 60px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; width: 60px; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid #ccc; width: 40px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; width: 40px; height: 20px; margin-bottom: 5px;"></div>
Due: <input type="text"/>	Completed: <input type="text"/>	/5.0	%
Action Items/Steps		Accomplishments	
<div style="border: 1px solid #ccc; height: 40px;"></div>		<div style="border: 1px solid #ccc; height: 40px;"></div>	
Measures of Success		Accomplishments	
<div style="border: 1px solid #ccc; height: 40px;"></div>		<div style="border: 1px solid #ccc; height: 40px;"></div>	

 Add New...

Comments

Employee

Manager
