Performance Agreement: Goal Setting and Review Tool

Enterprise 2022 Priorities:

1.
2.
3.

Focus on Essential Info What is the goal? • How will you measure results? • Was it achieved?	Maintain Balance of "What/How" Behaviors critical to achieve <u>these</u> goals	Reduce Unnecessary Info Simple statement of what was achieved: **Goals met, exceeded, etc.**

Goal Setting and Performance Agreements – 2022

Name:	Title:
Dept:	Manager:

Keep it SIMple: Specific, Important (business and employee), Measurable

Department's 2022 Priorities:

1.
2.
3.

Goal #1	Metric	Results
Department-related individual goal		Employee completes prior to mid-year and annual reviews.

Goal #2	Metric	Results
Department-related individual goal		Employee completes prior to mid-year and annual reviews.

Goal #3	Metric	Results
Individual-assigned goal		Employee completes prior to mid-year and annual reviews.

Goal #4	Metric	Results
EDI Goal		Employee completes prior to mid-year and annual reviews.

Describe the two behaviors that are most critical to achieve the goals listed above.

A.	B.

Summary Rating:

☐ Exceeds Expectations	☐ Meets Expectations	☐ Did Not Meet Expectations

Manager's Comments: Insert Manager Comments here

We have agreed to these objectives at goal setting. A performance evaluation was conducted at mid / year-end review.

Employer Signature		Date
Manager Signature		Date