GOAL SETTING FORM

<Organization Name>has implemented this form to provide all employees and teams to document their individual and collective goals and objectives for this upcoming [Insert: year, quarter, review period, etc.]. The purpose of this form is to serve as a tool for employees and teams of <Organization Name> to assess their current performance and set measurable and impactful individual and collective goals.

Employee Information

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID/Number (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Role Responsibilities and Duties

Please use the following space to outline the current duties and responsibilities associated with your role. Please include any achievements, projects, or specific skills you have taken on over this past [Insert: year, quarter, review period, etc.].

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Employee Individual Goals and Objectives

Please outline your individual goals and objectives for your role over the next [Insert: year, quarter, review period, etc.]. You may include specific tasks, projects, or skills you intend to develop.

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Shared Responsibilities (If applicable)

This section is designed to outline the shared responsibilities, team members, and performance-related aspects of each individual role within a team.

Team/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please outline the team members with whom you share aspects of your role and responsibilities:

Team Member Name:

1. Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Team Member Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Shared Responsibilities:

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1. Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Team Member Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Shared Responsibilities:

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1. Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Team Member Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Shared Responsibilities:

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1. Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Team Member Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Shared Responsibilities:

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1. Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Team Member Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Shared Responsibilities:

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Performance Metrics and Goals

Outline the key performance metrics, goals, or targets related to your shared responsibilities with your team/department. These may include quantitative and qualitative objectives that you and your team are expected to achieve. Please specify if there are any specific key performance indicators (KPIs) relevant to your shared responsibilities.

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Team Goals and Objectives

Team/Department (include all names + job titles:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In this section, identify the shared goals and objectives for your team or department. This may include team projects, performance targets, and collaborative objectives for the next review period.

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Additional Employee Comments

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Supervisor/Manager Acknowledgment and Agreement

Supervisor/Manager's Comments:

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Supervisor/Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Acknowledgment

I, the undersigned, have reviewed and understand the contents of this Goal Setting Form. I acknowledge that my role includes the stated individual goals and contributes to the achievement of the shared collective goals as outlined in this form.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_