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**Goal Setting Worksheet**

**For Evaluation Period:** May 2019

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| **Employee:** |  | **Designation:** |  | **Last Updated:** |  |
| **Line Manager:** |  | **Division/Dept:** |  |  |  |

**Instructions:** Employee and line manager should first review the “Performance Agreement Bond” or “Job description” given to the employee. This information will help employees and managers prepare and develop effectively written goals that can be recorded and tracked using this worksheet. This worksheet will be attached to the Quarterly Performance Evaluation. As goals are described in those forms, this worksheet may be referenced without having to repeat all the information contained in this worksheet.

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| **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. |
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Line Managers Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name : ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_