



Classified Performance Goals (Initial Meeting)

Classified Employee Name: _____ **Employee ID:** _____

Position: _____ **Location:** _____ **Unit Manager Name:** _____

- Informal Year
 Formal Year

Performance Goals

To be completed by employee prior to the goal setting meeting at the beginning of the evaluation period. Performance Goals are to be completed by permanent staff annually.

Goal Criteria:

- Performance goals are designed to encourage professional growth and improve job skills and job performance.
- The unit manager will approve all performance goals.
- Progress toward meeting one's performance goals will be considered during evaluations.
- Performance goals will pertain to some aspect of one's job responsibilities and/or professional growth.
- Performance goals will pertain to the Core Standards and Core Indicators.
- Performance goals should be written so progress can be measured and within the limits of what the employee can control.
- Voluntary training will be available to assist employees in writing performance goals.

Goal #1: Developed by Classified Employee **OR Prescribed by Unit Manager**

Guiding Question	Goal Development
Core Standard: What Core Standard is the goal derived from?	
Rationale: Why did you choose this area for improvement?	
Performance Goal: What is your goal to improve your performance and/or professional growth?	
Baseline: Outline the data you have about where you are "starting from" in this goal area.	
Professional Supports: What supports and assistance will you need to accomplish your performance and/or professional goal? What specific actions will you take to accomplish this goal?	
Assessment: List what you will use to measure the level of success of your goal. How will you know you have met it?	

Comments:

Goal #2: Developed by Classified Employee OR Prescribed by Unit Manager

Guiding Question	Goal Development
<p>Core Standard: What Core Standard is the goal derived from?</p>	
<p>Rationale: Why did you choose this area for improvement?</p>	
<p>Performance Goal: What is your goal to improve your performance and/or professional growth?</p>	
<p>Baseline: Outline the data you have about where you are "starting from" in this goal area.</p>	
<p>Professional Supports: What supports and assistance will you need to accomplish your performance and/or professional goal? What specific actions will you take to accomplish this goal?</p>	
<p>Assessment: List what you will use to measure the level of success of your goal. How will you know you have met it?</p>	

Comments:

Signatures:

To be signed after goals meeting.

Employee Signature/Date

Unit Manager Signature/Date

NEXT STEPS: Unit Manager will provide a completed/signed copy of this form to the employee, and retain the original in the employee file on-site until the end of year review. *(Unit Manager is responsible for forwarding all three forms (Performance Goals, End of Year Goals Assessment, Formal or Informal Evaluation) to Human Resources by June 30, for personnel file.)*