



# 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.

### 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 Standards and 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
<b>Core Standard:</b> What Standard is the goal derived from?	
<b>Rationale:</b> Why did you choose this area for improvement?	
<b>Performance Goal:</b> What is your goal to improve your performance and/or professional growth?	
<b>Baseline:</b> Outline the data you have about where you are “starting from” in this goal area.	
<b>Professional Supports:</b> 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?	
<b>Assessment:</b> 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
<b>Core Standard:</b> What Core Standard is the goal derived from?	
<b>Rationale:</b> Why did you choose this area for improvement?	
<b>Performance Goal:</b> What is your goal to improve your performance and/or professional growth?	
<b>Baseline:</b> Outline the data you have about where you are "starting from" in this goal area.	
<b>Professional Supports:</b> 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?	
<b>Assessment:</b> List what you will use to measure the level of success of your goal. How will you know you have met it?	

**Comments:**

\_\_\_\_\_

**Signatures:**

To be signed after the 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.)*