



Goals & Accomplishments

At the beginning of the performance cycle, the employee and manager must document goals for the upcoming year. Performance will be assessed at the mid-year and at the end of the performance cycle.

It is expected that the employee and their manager will meet throughout the performance cycle to review progress, identify and resolve problems and modify this plan, as necessary. If there are changes in strategic direction that affect performance during the course of the year, the changes should be noted on this form, with the effective date.

At the end of the year, select the rating that most closely represents your overall assessment of the employee's performance. Comments are recommended for all ratings but are only required for "Needs Improvement," "Exceeds Expectations," and "Exceptional."

Goal #1: [Goal Explanation]

Choose an Item

Description of milestones, intended results, outcomes, and deliverables – to be completed during goal-setting meeting.

Goal Alignment	Completion Timeline	Resources Identified	Possible Roadblocks
<input type="checkbox"/> Strategic Plan <input type="checkbox"/> Council Priorities <input type="checkbox"/> Other:			

Actual Results, Outcomes and Deliverables – to be completed during the annual review.

Goal #2: [Goal Explanation]

Choose an Item

Description of milestones, intended results, outcomes, and deliverables – to be completed during goal-setting meeting.

Goal Alignment	Completion Timeline	Resources Identified	Possible Roadblocks
<input type="checkbox"/> Strategic Plan <input type="checkbox"/> Council Priorities <input type="checkbox"/> Other:			

Actual Results, Outcomes and Deliverables – to be completed during the annual review.



Goal #3: [Goal Explanation]

Choose an Item

Description of milestones, intended results, outcomes, and deliverables – to be completed during goal-setting meeting.

Goal Alignment	Completion Timeline	Resources Identified	Possible Roadblocks
<input type="checkbox"/> Strategic Plan <input type="checkbox"/> Council Priorities <input type="checkbox"/> Other:			

Actual Results, Outcomes and Deliverables – to be completed during the annual review.

--

Key Accomplishments

Choose an Item

Describe key accomplishments related to the implementation of office/department goals, City Strategic Plan, Council Priorities and/or other Key Operational Plans.

--