

Attachment 4
**WORK PLAN GOALS AND OBJECTIVES
FOR
NEXT APPRAISAL PERIOD**

Employee #:	Employee Name:
Job Title:	Dept.:
Appraisal Period:	to

GOALS AND OBJECTIVES FOR UPCOMING YEAR:
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Work Plan Goals and Objectives Rating Scale

- 4 All goals were completed within or before assigned time frames with no time management issues. Projects were exceptionally researched, planned, and implemented; Goals and Objectives were consistently monitored by the employee and status reports provided in a timely manner.
- 3 Goals were completed within assigned time frames with no significant time management issues. A few time management issues were noted; projects were researched, planned and implemented with only a few significant exceptions; goals were well-monitored and project status reports provided with only a few significant exceptions.
- 2 Goals frequently completed within assigned time frames with several significant time management issues; projects were frequently well researched, planned and implemented, but with several significant exceptions. Goals and Objectives were frequently monitored and project status reported but with significant exceptions.
- 1 Goals only occasionally completed within the assigned time frames; projects were only occasionally well-researched, planned and implemented; goals and objectives were only occasionally monitored and little or no project status reports were reported.

Employee Signature / Date

Supervisor Signature / Date