New River Community and Technical College
Performance Appraisal Goal Worksheet

Employee’s Name: ________________________________________________________

Goals for: January 1, 2007 to December 31, 2007

As part of the annual performance appraisal process, goals and objectives should be set. List below mutually determined or predefined major goals and objectives for the upcoming year. Where predetermined or predefined goals and objectives are not used, the employee should be evaluated on projects and assignments which are important to the overall operation of the department.

Goal: ___________________________________________________________________

Objectives: ______________________________________________________________
________________________________________________________________________
________________________________________________________________________

Timeline: _______________________________________________________________

Goal: ___________________________________________________________________

Objectives: ______________________________________________________________
________________________________________________________________________
________________________________________________________________________

Timeline: _______________________________________________________________

Goal: ___________________________________________________________________

Objectives: ______________________________________________________________
________________________________________________________________________
________________________________________________________________________

Timeline: _______________________________________________________________