

Disclaimer: Free Resources

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Thank you,

Ashlee Huggins





Suggested Use:

Have staff complete this annually and review it with them. Work together to set goals, provide support to achieve them, and allow staff to give feedback. This should be a constructive and supportive review that promotes growth.

Staff Goals Worksheet

Name: _____

Position: _____

Date: _____

Reflection on Current Performance:

1 What accomplishments are you proud of from the past year?

2 Are there any challenges you've faced in your role? If so, how have you addressed them?

Goals:

1 What is one short-term goal (less than 1 year)? Why is it important and how can you achieve it? Do you need any support?

2 What is one long-term goal (1+ year)? Why is it important and how can you achieve it? Do you need any support?

Professional Development:

1 What skills or knowledge would you like to develop further?

2 Are there any specific training, certifications, or workshops you'd like to pursue?

Review and Next Steps:

1 What will success look like when these goals are achieved?

2 Supervisor Notes:

Check-In Date:

Employee Signature:

Supervisor Signature:
