



GEORGIA INSTITUTE OF TECHNOLOGY  
**GOAL PLANNING FORM**

**[Type or Print each section]**

<b>EMPLOYEE NAME:</b>		<b>EMPLOYEE ID#:</b> (six-digit employee number)	
<b>JOB TITLE:</b>		<b>UNIT:</b>	
<b>MANAGER NAME:</b>		<b>MEETING DATE:</b>	
<b>GOAL SETTING PERIOD:</b>	<b>FROM:</b>	<b>TO:</b>	

Goal-setting involves establishing specific, measurable objectives (outcomes) to be accomplished within a specific timeframe. At least two performance goals must be developed for all classified staff employees. Performance goals specify what job accomplishments are expected during the evaluation period. Below please enter the goals and/or objectives that have been established for the current review period.

Performance Goals	Description and Comments
Goal/Job Responsibility:	
Goal/Job Responsibility:	
Goal/Job Responsibility:	
Goal/Job Responsibility:	

Career development goals are activities that will add to the employee's ability to perform their job more effectively and/or prepare them for additional responsibilities. Although these goals are optional, they are strongly encouraged. Below please enter any career development goals that have been developed.

Career Development	Description and Comments
Goal/Job Responsibility:	
Goal/Job Responsibility:	
Goal/Job Responsibility:	

## Signatures

Signing this document indicates that you have had the opportunity to review it.

Employee Name, Printed: <b>[required]</b>	Signature: <b>[required]</b>	Date:
Supervisor Name, Printed: <b>[required]</b>	Signature: <b>[required]</b>	Date:
Unit HR Representative, Printed:	Signature:	Date: