**Enterprise 2022 Priorities:**

1.

2.

3.

|  |  |  |
| --- | --- | --- |
| **Focus on Essential Info**  What is the goal? • How will you measure results? • Was it achieved? | **Maintain Balance of “What/How”**  Behaviors critical to achieve these goals | **Reduce Unnecessary Info**  Simple statement of what was achieved: **Goals met, exceeded, etc.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goal Setting and Performance Agreements – 2022**   |  |  | | --- | --- | | **Name:** | **Title:** | | **Dept:** | **Manager:** |   **Keep it SIMple: Specific, Important (business and employee), Measurable**  **Department’s 2022 Priorities**:  1.  2.  3. |

|  |  |  |
| --- | --- | --- |
| **Goal #1** | **Metric** | **Results** |
| Department-related individual goal |  | Employee completes prior to mid-year and annual reviews. |

|  |  |  |
| --- | --- | --- |
| **Goal #2** | **Metric** | **Results** |
| Department-related individual goal |  | Employee completes prior to mid-year and annual reviews. |

|  |  |  |
| --- | --- | --- |
| **Goal #3** | **Metric** | **Results** |
| Individual-assigned goal |  | Employee completes prior to mid-year and annual reviews. |

|  |  |  |
| --- | --- | --- |
| **Goal #4** | **Metric** | **Results** |
| EDI Goal |  | Employee completes prior to mid-year and annual reviews. |

Describe the two behaviors that are most critical to achieve the goals listed above.

|  |  |
| --- | --- |
| A. | B. |

**Summary Rating:**

|  |  |  |
| --- | --- | --- |
| Exceeds Expectations | Meets Expectations | Did Not Meet Expectations |

|  |
| --- |
| **Manager’s Comments:** Insert Manager Comments here |

*We have agreed to these objectives at goal setting. A performance evaluation was conducted at mid / year-end review.*

|  |  |  |
| --- | --- | --- |
| Employer Signature |  | Date |
| Manager Signature |  | Date |