**Goal Sheet**

Employee Name:

Department:

Employee Position:

Supervisor Name:

Supervisor Title:

Today’s Date:

Goal Completion Date:

**GOALS**

Goal #1:

Goal #2:

Goal #3:

Goal #4:

Goal #5:

**Goal Notes**

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_