|  |  |
| --- | --- |
| Name: | OR #: |
| Job Title: | Date: |
| Supervisor: |  |

**Goals should be SMART: S** – Specific, Significant

**M** – Measurable, Meaningful

**A** – Attainable, Achievable

**R** – Realistic, Reasonable

**T** - Trackable, Timely

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| **Goals (Manager and Employee identify and discuss)** |
| **Goal Description** | **Activity to Achieve Goal** | **Timeline** | **Agreement Initials** | **Date Completed** |
| **Goal 1** |  |  |  | Mgr |  |
| EE |  |
| **Goal 2** |  |  |  | Mgr |  |
| EE |  |
| **Goal 3** |  |  |  | Mgr |  |
| EE |  |

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| **Training and Development Plan (Manager and Employee identify and discuss)** |
| **Competencies to be developed** | **Suggested Training** | **Timeline** | **Agreement Initials** | **Date Completed** |
| **Goal 1** |  |  |  | Mgr |  |
| EE |  |
| **Goal 2** |  |  |  | Mgr |  |
| EE |  |
| **Goal 3** |  |  |  | Mgr |  |
| EE |  |