



THE UNIVERSITY OF ALABAMA

Goals/Objectives/Projects/Special Assignments Planning and Review Form

PLANNING FOR UPCOMING YEAR: List below the goals, objectives, projects, or special assignments which should be continued and/or completed in the coming year. It is understood that these goals, objectives, etc. are subject to adjustment or change as situations and priorities change. *Keep this form in departmental files so it can be updated as the situation warrants as well as used to assist the supervisor at the end of the next evaluation period.*

REVIEW OF PAST YEAR: Use this form during the performance evaluation process to review and provide feedback to the employee on each of the items listed. *Attach a copy of this completed form to the Annual Performance Evaluation form for the employee, departmental file and Human Resources.*

EMPLOYEE NAME (FIRST, MI, LAST): _____

CWID: _____ **GOALS/OBJECTIVES FROM:** April 1, _____ to March 31, _____

1. Goal/Objective/Project/ Special Assignment

Completed Some Progress
 Satisfactory Progress Not Achieved

Comments:

2. Goal/Objective/Project/ Special Assignment

Completed Some Progress
 Satisfactory Progress Not Achieved

Comments:

3. Goal/Objective/Project/ Special Assignment

Completed
 Satisfactory Progress

Some Progress
 Not Achieved

Comments:

4. Goal/Objective/Project/ Special Assignment

Completed
 Satisfactory Progress
 Some Progress
 Not Achieved

Comments:

Establishment of Goals/Objectives for the upcoming year

Supervisor (Print Name): _____

Supervisor's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

Review of Goals/Objectives for the past year

Supervisor (Print Name): _____

Supervisor's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____