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| **Self Review and Goal Setting Form** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Goals & Objectives Form** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Employee Name:** | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | **ECN Number:** | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **Department:** | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | **Position Title:** | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Review Completed By:** | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | **Review Period:** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | **to** | | | | |  | | | |
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| * The Goals & Objectives should include both departmental goals and plans for personal and professional development. * The time frame indicates when the goal should be accomplished. * Evaluation indicates how accomplishment will be measured. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **OD** | | | | | | | | | **Organizational Development Goals and Objectives** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Self Evaluation** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Supervisor Evaluation** | | | | | | | | | | | | | | | | | | | | |
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|  | Outstanding | Very  Good | ***Good*** | ***Fair*** | ***Needs Improvement*** | ***Unsatisfactory*** | ***Not***  ***Applicable*** |
| Self Review | 5 | 4 | 3 | 2 | 1 | 0 | NA |
| Supervisor Review | 5 | 4 | 3 | 2 | 1 | 0 | NA |

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| **PD** | | | | | | **Project Specific Goals and Objectives** | | | | | | | | **Self Evaluation** | | | | | | | | | **Supervisor Evaluation** | | | | | | |
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| **SD** | | | | | | **Self Development Goals and Objectives** | | | | | | | | **Self Evaluation** | | | | | | | | | **Supervisor Evaluation** | | | | | | |
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|  | Outstanding | Very  Good | ***Good*** | ***Fair*** | ***Needs Improvement*** | ***Unsatisfactory*** | ***Not***  ***Applicable*** |
| Self Review | 5 | 4 | 3 | 2 | 1 | 0 | NA |
| Supervisor Review | 5 | 4 | 3 | 2 | 1 | 0 | NA |

**Specify ways that you feel you met or exceeded job requirements and any reasons why.**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Specify the ways that you feel you did not meet job requirements and any reasons why.**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**In what specific areas would you like to improve your job performance?**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**List the steps you would like to take to improve your preparation for future opportunities.**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**List additional items you would like to discuss**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Evaluation** |  | ***Formula*** | ***Score*** |
| *Total Score* | | Total Scores X 100 %  Number of Questions Answered X 5 |  |

**PMS1 Formula**

**Grading**

|  |  |
| --- | --- |
| 🞎 90%- 100% | **Outstanding**  Performance is exceptional and far exceeds expectations. Consistently demonstrates excellent standards in all job requirements. |
| 🞎 71%-89% | **Good**  Performance is consistent, and exceeds expectations in all situations. |
| 🞎 51%-69% | **Fair**  Performance is satisfactory. Meets requirements of the job. |
| 🞎 41%-50% | **Needs Improvement**  Performance is inconsistent. Meets requirements of the job occasionally. Supervision and training is required for most problem areas. |
| 🞎 0%-40% | **Unsatisfactory**  Performance does not meet the minimum requirements of the job. |