

Goal Agreement

Name: _____

Performance Review Period:

ID: _____

From to (MM/DD/YY)

Title: _____

To ensure annual reviews objectively and accurately measure performance, develop up to five SMART (specific, measurable, attainable, relevant, and time-bound) goals.

Goal	Due Date	Key Milestones

PERFORMANCE CHECKPOINTS

Date	Progress on Goals	Changes and/or Comments	Initials
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Agreement

These goals outline the most important priorities for this performance cycle. We commit to working towards achieving these goals, completing performance checkpoints throughout the year, and implementing the professional development plan.

Signatures

Employee Name

Manager Name

Employee Signature/Date

Manager Signature/Date