Lafayette College

Goal Planning

_______________________________________________________________
NAME

_______________________________________________________________
JOB TITLE

_______________________________________________________________
DEPARTMENT

_______________________________________________________________
REPORTING TO (Name and Title)

_______________________________________________________________
DATE

PLANNING DATE From ____________ To __________
INSTRUCTIONS
This form is to be completed by all Lafayette College supervisors and employees at the beginning of the performance evaluation process. The goals (and job descriptions) set clear expectations for the upcoming year.

SUGGESTED GOALS
In the space below, list three goals that reflect and are consistent with the College goals and your department’s goals. Employees are encouraged to complete their copy of this form before meeting with their supervisor, who will finalize the goals.

SUGGESTED ANNUAL GOALS FOR UPCOMING YEAR
GOAL #1
(State the goal and its objective.)

GOAL #2
(State the goal and its objective.)

UPCOMING GOAL #3