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LAFAYETTE PERSONNEL

# Lafayette College

# Goal Planning

\_\_\_\_\_  
NAME

\_\_\_\_\_  
JOB TITLE

\_\_\_\_\_  
DEPARTMENT

\_\_\_\_\_  
REPORTING TO (Name and Title)

\_\_\_\_\_  
DATE

PLANNING DATES: From \_\_\_\_\_ To \_\_\_\_\_

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***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***

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(State the goal and its objective)

**GOAL #1**

**GOAL #2**

**GOAL #3**

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