Supervisors and staff will copy and paste goal information from this worksheet into the SuccessFactors system in January 2019. Please remember that Goal Name, Weight, and Start and Due Date fields must be completed for each goal. All other fields are recommended, but optional.

|  |  |
| --- | --- |
| **Goal #1**  **Assigned To:** | |
| **Goal Name\*** |  |
| **Goal Description** |  |
| **Metric(s)** (How will this goal be measured?) |  |
| **Weight\*** (the combined total weight percentage for an individual employee’s goals must collectively equal 100%) |  |
| **Start Date\*** | Click here to enter a date. |
| **Due Date\*** | Click here to enter a date. |
| **% Complete** (Track percentage complete throughout the year) |  |
| **Status** (*Not Started*, *On Track*, *Behind*, or *Completed)* | Choose an item. |

|  |  |
| --- | --- |
| **Goal #2**  **Assigned To:** | |
| **Goal Name\*** |  |
| **Goal Description** |  |
| **Metric(s)** (How will this goal be measured?) |  |
| **Weight\*** (the combined total weight percentage for an individual employee’s goals must collectively equal 100%) |  |
| **Start Date\*** | Click here to enter a date. |
| **Due Date\*** | Click here to enter a date. |
| **% Complete** (Track percentage complete throughout the year) |  |
| **Status** (*Not Started*, *On Track*, *Behind*, or *Completed)* | Choose an item. |
| **Goal #3**  **Assigned To:** | |
| **Goal Name\*** |  |
| **Goal Description** |  |
| **Metric(s)** (How will this goal be measured?) |  |
| **Weight\*** (the combined total weight percentage for an individual employee’s goals must collectively equal 100%) |  |
| **Start Date\*** | Click here to enter a date. |
| **Due Date\*** | Click here to enter a date. |
| **% Complete** (Track percentage complete throughout the year) |  |
| **Status** (*Not Started*, *On Track*, *Behind*, or *Completed)* | Choose an item. |

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| **Goal #4**  **Assigned To:** | |
| **Goal Name\*** |  |
| **Goal Description** |  |
| **Metric(s)** (How will this goal be measured?) |  |
| **Weight\*** (the combined total weight percentage for an individual employee’s goals must collectively equal 100%) |  |
| **Start Date\*** | Click here to enter a date. |
| **Due Date\*** | Click here to enter a date. |
| **% Complete** (Track percentage complete throughout the year) |  |
| **Status** (*Not Started*, *On Track*, *Behind*, or *Completed)* | Choose an item. |
| **Goal #5**  **Assigned To:** | |
| **Goal Name\*** |  |
| **Goal Description** |  |
| **Metric(s)** (How will this goal be measured?) |  |
| **Weight\*** (the combined total weight percentage for an individual employee’s goals must collectively equal 100%) |  |
| **Start Date\*** | Click here to enter a date. |
| **Due Date\*** | Click here to enter a date. |
| **% Complete** (Track percentage complete throughout the year) |  |
| **Status** (*Not Started*, *On Track*, *Behind*, or *Completed)* | Choose an item. |

|  |  |
| --- | --- |
| **Goal #6**  **Assigned To:** | |
| **Goal Name\*** |  |
| **Goal Description** |  |
| **Metric(s)** (How will this goal be measured?) |  |
| **Weight\*** (the combined total weight percentage for an individual employee’s goals must collectively equal 100%) |  |
| **Start Date\*** | Click here to enter a date. |
| **Due Date\*** | Click here to enter a date. |
| **% Complete** (Track percentage complete throughout the year) |  |
| **Status** (*Not Started*, *On Track*, *Behind*, or *Completed)* | Choose an item. |
| **Goal #7**  **Assigned To:** | |
| **Goal Name\*** |  |
| **Goal Description** |  |
| **Metric(s)** (How will this goal be measured?) |  |
| **Weight\*** (the combined total weight percentage for an individual employee’s goals must collectively equal 100%) |  |
| **Start Date\*** | Click here to enter a date. |
| **Due Date\*** | Click here to enter a date. |
| **% Complete** (Track percentage complete throughout the year) |  |
| **Status** (*Not Started*, *On Track*, *Behind*, or *Completed)* | Choose an item. |