 **EMPLOYEE GOALS TEMPLATE**

|  |
| --- |
| **GOAL** |
|  |
| **BENCHMARKS FOR SUCCESS** |
|  |
| **EVALUATION PLAN** |
|  |
| **STRATEGIC ACTION DESCRIPTIONS** | **PARTY / DEPT RESPONSIBLE** | **DATE TO BEGIN** | **DATE** **DUE** | **RESOURCES REQUIRED** | **POTENTIAL HAZARDS** | **DESIRED OUTCOME** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |   |   |   |   |   |   |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **ADDITIONAL NOTES** |
|  |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |