\_\_\_\_\_\_\_\_ County Road Commission

**Annual Performance Goals**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Performance Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

During an employee’s annual performance appraisal, the supervisor and the employee should identify at least three (3) SMART (specific, measurable, achievable, realistic, time-bound) goals that will be accomplished by the employee during the next review period. The supervisor and the employee should also review and discuss the previous year’s goals.

**PREVIOUS YEAR’S PERFORMANCE GOALS**

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| **GOAL 1:** |
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| **GOAL 2:** |
|  |
| **GOAL 3:** |
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**PERFORMANCE GOALS**

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| --- |
| **GOAL 1:** |
|  |
| **GOAL 2:** |
|  |
| **GOAL 3:** |
|  |

**SIGNATURES**

Signatures indicate that the employee and supervisor have discussed and reviewed this document.

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Supervisor’s Signature Date

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Employee’s Signature Date