

Annual Performance Goals

Performance Appraisal - Mississippi State University Staff

Employee Name			
Department			
Title			
MSU ID		Date	

Goals are set at the beginning of the appraisal cycle. During the next annual performance appraisal, employees are evaluated on accomplishment of those goals.

Instructions: Setting goals should be a cooperative effort between the employee and their supervisor and based upon the expectations of the job, mission of the unit, and organizational goals. For each goal, describe the expectation (goal), and how it will be measured.

Example: Increase the number of potential students contacted during the recruitment period by 10 percent over last year. Achievement of the goal will be measured by the number of potential students actually contacted.

The number of goals may vary depending on the employee's job. If goals are removed, modified, or added during the year, the employee should be notified.

Goal 1	
Goal 2	
Goal 3	
Goal 4	
Goal 5	
Goal 6	
Goal 7	
Goal 8	