

City of New Hope
Employee Performance Appraisal Form – Goals Attachment

Employee Name _____ Employee # _____

The setting of goals is at the discretion of the employee and supervisor. If goals are documented, meeting mid-year to review progress is encouraged. The goals should reflect the needs of the individual and the department. They can also be multi-year but there should be a tangible progress point set for each year. Goals typically fall into one of the following categories:

- Career Growth
- Department contributions (e.g. increase number of programs produced over the year)
- Education (e.g. improvement of specific skills, attend conference, etc.)

Goal #1

Mid-year Update

Final Status Goal met? ☐ Yes ☐ No

Comments:

Goal #2

Mid-year Update

Final Status Goal met? ☐ Yes ☐ No

Comments:

Goal #3

Mid-year Update

Final Status Goal met? ☐ Yes ☐ No

Comments:

Goal #4

Mid-year Update

Final Status Goal met? ☐ Yes ☐ No

Comments:

Goal #5

Mid-year Update

Final Status Goal met? ☐ Yes ☐ No

Comments:

Goal #6

Mid-year Update

Final Status Goal met? ☐ Yes ☐ No

Comments:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Additional pages can be used if needed.