

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**

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Mid-year Update

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Final Status    Goal met?    ☐ Yes ☐ No

Comments:

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**Goal #5**

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Mid-year Update

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Final Status    Goal met?    ☐ Yes ☐ No

Comments:

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**Goal #6**

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Mid-year Update

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Final Status    Goal met?    ☐ Yes ☐ No

Comments:

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**Goal #7**

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Mid-year Update

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Final Status    Goal met?    ☐ Yes ☐ No

Comments:

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**Goal #8**

--

Mid-year Update

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Final Status    Goal met?    ☐ Yes ☐ No

Comments:

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**Goal #9**

--

Mid-year Update

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Final Status    Goal met?    ☐ Yes ☐ No

Comments:

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**Goal #10**

--

Mid-year Update

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Final Status    Goal met?    ☐ Yes ☐ No

Comments:

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**Goal #11**

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Mid-year Update

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Final Status    Goal met?    ☐ Yes ☐ No

Comments:

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**Goal #12**

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Mid-year Update

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Final Status    Goal met?    ☐ Yes ☐ No

Comments:

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**Goal #13**

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Mid-year Update

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Final Status    Goal met?    ☐ Yes ☐ No

Comments:

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**Goal #14**

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Mid-year Update

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Final Status    Goal met?    ☐ Yes ☐ No

Comments:

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

*Additional pages can be used if needed.*