

EASTERN MICHIGAN UNIVERSITY
GOALS/OBJECTIVES PLANNING AND ACCOMPLISHMENTS REPORTING

This section should set forth specific goals and objectives for the employee. Insofar as possible, quantifiable factors upon which performance is to be assessed should be stated, including the priority each goal/objective will be given in the overall assessment of the employee's performance. _____

ABC
Priority

State accomplishments to correspond with objectives

SIGNATURES:

DATE:

Supervisor: _____

Next Level Supervisor: _____

Employee: _____

Provide copy to employee and Supervisor to retain a copy for follow-up meetings and year-end PDP discussion. It is not necessary to include a copy with the PDP form when submitted to Human Resources.