Tennessee State University

Performance Evaluation System

Annual Goal Setting Form

Name Job Title

# Unit/Department Date

A goal is a statement of what you want to achieve in the next evaluation period. They are developed with your supervisor and are related to the unit and/or departmental goals, as well as the University goals. Goals are to be monitored and re-evaluated periodically and may change due to circumstance or time.

Well written goals are S M A R T: Specific, Measurable, Achievable, Results Oriented, and Time Bound.

|  |  |
| --- | --- |
| Goal: | Completion Date |
| Tasks to accomplish goal    1.  2.  3.  4. |  |
| Goal: | Completion Date |
| Tasks to accomplish goal    1.  2.  3.  4. |  |
| Goal: | Completion Date |
| Tasks to accomplish goal    1.  2.  3.  4. |  |
| Goal: | Completion Date |
| Tasks to accomplish goal    1.  2.  3.  4. |  |
| Goal: | Completion Date |
| Tasks to accomplish goal    1.  2.  3.  4. |  |

4/04 1