

PERFORMANCE MANAGEMENT PROGRAM

PROFESSIONAL STAFF PRIORITY DEVELOPMENT WORKSHEET

Employee Name: _____ **Position:** _____

Employees and/or Supervisors may use this worksheet to develop goals and work priorities, and success criteria for the employee. Once developed, these should be transferred to a Performance Planning Worksheet for Interim and Annual Reviews.

1. GOAL/WORK PRIORITY DUE DATE:	SUCCESS CRITERIA 1.
ACTIVITIES TO ENGAGE IN:	
RESOURCES/SUPPORT NEEDED:	
2. GOAL/WORK PRIORITY DUE DATE:	SUCCESS CRITERIA 1.
ACTIVITIES TO ENGAGE IN:	
RESOURCES/SUPPORT NEEDED:	
3. GOAL/WORK PRIORITY DUE DATE:	SUCCESS CRITERIA 1.
ACTIVITIES TO ENGAGE IN:	
RESOURCES/SUPPORT NEEDED:	
4. GOAL/WORK PRIORITY DUE DATE:	SUCCESS CRITERIA 1.
ACTIVITIES TO ENGAGE IN:	
RESOURCES/SUPPORT NEEDED:	
5. GOAL/WORK PRIORITY DUE DATE:	SUCCESS CRITERIA 1.
ACTIVITIES TO ENGAGE IN:	
RESOURCES/SUPPORT NEEDED:	
6. GOAL/WORK PRIORITY DUE DATE:	SUCCESS CRITERIA 1.
ACTIVITIES TO ENGAGE IN:	
RESOURCES/SUPPORT NEEDED:	

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DUE DATE:	
ACTIVITIES TO ENGAGE IN:	
RESOURCES/SUPPORT NEEDED:	
7. GOAL/WORK PRIORITY	SUCCESS CRITERIA
DUE DATE:	1.
ACTIVITIES TO ENGAGE IN:	
RESOURCES/SUPPORT NEEDED:	
8. GOAL/WORK PRIORITY	SUCCESS CRITERIA
DUE DATE:	1.
ACTIVITIES TO ENGAGE IN:	
RESOURCES/SUPPORT NEEDED:	