

**Bluefield State College**  
**Performance Planning & Appraisal Process For Classified and Non-Classified Employees**  
**Performance Goals & Objectives Form**

**Employee's Name:** \_\_\_\_\_

**Goals & Objectives for the Performance Management Period of:**

**January 1, 20\_\_\_\_ to December 31, 20\_\_\_\_**

As part of the performance management process each year, goals and objectives should be set for the upcoming performance cycle. The supervisor and the employee should review the employee's job duties and responsibilities, and discuss the key expectations and standards (e.g., results, goals, objectives, etc.) to be reached during the upcoming performance period (calendar year). Then, list below mutually determined or predefined major goals and objectives for the upcoming year. Where predetermined or predefined goals and objectives are not used, the employee should be evaluated on projects and assignments which are important to the overall operation of the department.

**Goal:** \_\_\_\_\_

Objectives: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Timeline: \_\_\_\_\_

**Goal:** \_\_\_\_\_

Objectives: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Timeline: \_\_\_\_\_

**Goal:** \_\_\_\_\_

Objectives: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Timeline: \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_