

**Bluefield State University**  
**Performance Appraisal Goal Worksheet**

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

Goals for: \_\_\_\_\_

As part of the annual performance review process, goals and objectives should be set. 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 that are important to the overall operation of the department.

Goal:

Objectives:

Timeline:

Goal:

Objectives:

Timeline:

Goal:

Objectives:

Timeline: