

Example Employee Goal:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example Employee Goal** | | | | | |
| **Objective(goal)** | Action Steps | Responsible Person | Measured by: | Due Date | Status |
| **1. Facilitate employee focus group.** | Identify employees representing each department. | Susan Jones  Department managers. | Due Date | April 15 | Completed |
|  | Identify date, time and location. | Susan Jones | Due Date | April 30 | Completed |
|  | Send invitations to employees and copy managers. | Susan Jones | Due Date | May 15 | Completed |
|  | Review satisfaction scores and develop discussion points. | Susan Jones | Due Date | May 30 | Completed |
|  | Prepare room for focus group. | Susan Jones | Due Date | June 15 | In Process |
|  | Facilitate focus group. | Susan Jones | Due Date | June 30 | In Process |

***Note: This document is meant to serve as an example form and should not be construed as a legal document. Please contact a legal professional for legal language for your specific organization.***