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| **Employee Goal Example** |
| **Goal (what)** | Tactical Steps (how) | Responsible Person (who) | Measured by | Due Date (when) | Status |
| **Improve employee satisfaction by 10 (72-82) pts by end of 4th quarter 20XX.** | Hold employee focus group | Betty Smith | Scheduled date | February 15 | Completed |
| Identify employee issues | Betty Smith | Focus group feedback | March 15 | Completed |
| Develop action plan to address issues. | Betty Smith | Final action plan | April 1 | In Process |
| Implement action plan. | Betty SmithTom Jackson | Schedule completion date | June 30 | Not started |
| Resurvey employees to assess effectiveness of action plan. | Betty SmithTom Jackson | Score of 82 - Increase of 10 pts. | January 1 | Not started |