

The University of Tennessee
Goals & Objectives Form

Employee Name: _____

Personnel Number: _____

Department: _____

Position Title: _____

Review Completed By: _____

Review Period: _____ to _____

The Goals & Objectives Form is intended to be used twice. The first time an evaluation is completed, only list goals and objectives for the coming evaluation period and the time frame for when each goal is to be met. These goals and objectives should include both departmental goals and plans for personal and professional development. ***The Evaluation section is to be used the second time an evaluation is completed. Use this section to evaluate the goals from the previous review. Also, at the second review, complete a new set of goals & objectives for the coming evaluation period.***

	Goals and Objectives	Time Frame	Evaluation
1			
2			
3			
4			
5			