Add Company name here

Employee Goal Setting Plan

Period of Jan 5, 2030 to Aug 30, 2030

Employee Overview

**Employee name: Add name here.**

**ID number:** Add ID number here.

**Department:** Add department here.

**Job title:** Add job title here.

Use this section to briefly explain your role within your company, laying out your basic tasks and responsibilities. You can also highlight key skills, areas of expertise, relevant certifications, and technical proficiencies.



Goal Planning and Review

| **Goal** | **Status** | **Target date** | **Notes** |
| --- | --- | --- | --- |
| *Add goal here.* | Completed | **Aug 15, 2030** | *Add notes here.* |
| *Add goal here.* | In progress | **Aug 15, 2030** | *Add notes here.* |
| *Add goal here.* | Overdue | **Aug 15, 2030** | *Add notes here.* |
| *Add goal here.* | Completed | **Aug 15, 2030** | *Add notes here.* |
| *Add goal here.* | Completed | **Aug 15, 2030** | *Add notes here.* |
| *Add goal here.* | In progress | **Aug 15, 2030** | *Add notes here.* |
| *Add goal here.* | Overdue | **Aug 15, 2030** | *Add notes here.* |
| *Add goal here.* | Completed | **Aug 15, 2030** | *Add notes here.* |
| *Add goal here.* | Completed | **Aug 15, 2030** | *Add notes here.* |
| *Add goal here.* | Completed | **Aug 15, 2030** | *Add notes here.* |
| *Add goal here.* | Completed | **Aug 15, 2030** | *Add notes here.* |

Self-assessment

| **Assessment question** | **Answer** | **Notes** |
| --- | --- | --- |
| ***Sample:*** *What were your key achievements during the review period?* | *Add answer here.* | *Add notes here.* |
| *Add question here.* | *Add answer here.* | *Add notes here.* |
| *Add question here.* | *Add answer here.* | *Add notes here.* |
| *Add question here.* | *Add answer here.* | *Add notes here.* |
| *Add question here.* | *Add answer here.* | *Add notes here.* |
| *Add question here.* | *Add answer here.* | *Add notes here.* |

| **Credits**  This template is free for everyone to use, thanks to the following: | for the template | Pexels, Pixabay  for the photos |
| --- | --- | --- |