



**MEDINA COUNTY PERFORMANCE EVALUATION ADDENDUM
ACCOMPLISHMENTS – GOALS & OBJECTIVES**



Employee Name:

Department:

Position:

Review Period:

Date of Hire:

Supervisor/Director:

ACCOMPLISHMENT(S) (CURRENT EVALUATION PERIOD)	BENEFIT(S) REALIZED (CURRENT EVALUATION PERIOD)

GOALS/ OBJECTIVES (NEXT EVALUATION PERIOD)	TIME LINE TO COMPLETE (NEXT EVALUATION PERIOD)

Employee Signature:

Date:

Manager/Supervisor Signature:

Date:

Human Resources:

Date:



MEDINA COUNTY PERFORMANCE EVALUATION ADDENDUM ACCOMPLISHMENTS – GOALS & OBJECTIVES



Instructions and Guidelines

What are goals?

Goals are statements of end results expected within a specified period of time.

How are goals defined?

For each goal, describe the end result and indicate quantity, quality, time frame, percentages or other specific measures. Each goal should fit into and support the employee's responsibilities in conjunction with departmental and/or agency overall mission and objectives.

What are some examples?

"To meet or exceed all financial targets."

"To be absent less than 5 days for non-FMLA related occurrences."

"To respond to clients within..."

"To complete building inspection reports within 30 days from last date of inspection using format and inspection protocols."

"To file incoming documents within 24 hours of receipt."

When are they set?

Annually, each January. However, they may be adjusted by mutual agreement throughout the course of the employee's evaluation period to meet fluctuations in responsibilities, services, economic conditions, staffing levels, etc.

By whom?

Goals should be set through mutual agreement between employee and supervisor/director.

How many?

Usually 4 or more. However, each department/agency may require a minimum number of goals, or may establish common goals which are to be included on every employee's worksheet.

Why use of Goals?

Goals create a baseline with which to evaluate the each employee against in each succeeding year(s). Ideally, goals should become "accomplishments" for the current evaluation period or, in certain instances, may carry forward from the previous year, revised, added or deleted during the review period as necessary. At time of evaluation, mutual goals are set for the next evaluation period.