



Biennial Executive Goals Only Form

Employee Information

Executive Member Name:

Position:

Direct Manager:

Date of Evaluation:

New Goals:

The executive and their supervisor should develop 3-4 goals for the upcoming year and list them here.

Goal #1

Comments:

Goal #2

Comments:

Goal #3

Comments:

Goal #4

Comments:



Progress on Previous Year's Goals:

This section should be used to summarize progress on annual goals identified by the executive and their supervisor in the previous year.

Goal #1

Comments:

Goal #2

Comments:

Goal #3

Comments:

Goal #4

Comments:

Signatures:

Executive Employee Signature DATE

Immediate Supervisor Signature DATE