

Objectives and Standards Setting Form

Employee's Name :		Position :		
		Achievement Period :	From	To

Objective/Standard and Specific Tasks	Expected Results and Timeline	Anticipated Constraints	Actual Results
1.			
2.			
3.			
4.			

(Please add extra pages for more than 4 objectives)

Comments:

Employee's Signature: _____	Date: _____
Supervisor's Signature: _____	Date: _____
Supervisor's Name:	Position: