California State University, Long Beach

NEW EMPLOYEE PLANNING & PERFORMANCE GOAL SETTING SHEET

DATE

EMPLOYEE NAME

EMPLOYEE ID

SUPERVISOR

DEPARTMENT

CLASSIFICATION

APPRAISAL REVIEW PERIOD

Mo./Yr. to Mo./Yr.

<table>
<thead>
<tr>
<th>Performance Criteria</th>
<th>Importance to Position</th>
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<td>Critical</td>
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**Section 1 - Required**

1. **Job Skills** – Consider the ability needed to perform the major responsibilities of this job as noted in the position description.

2. **Amount of Work Accomplished** – Consider the amount of work performed as it relates to achieving the tasks and goals of this position.

3. **Quality of Work** – Consider accuracy, organization, effectiveness, and completeness of the employee’s work. Degree to which the employee follows through on assignments and completes them on time. Consider how the work compares to quality performance standards and goals for the employee’s position. Also consider the amount of supervisory review required to assure work quality.

4. **Initiative and Problem Solving** – Consider willingness to take independent action in making improvements to work methods, identifying and correcting errors, initiating work activities, and willingness to seek ways to improve individual and departmental job performance.

5. **Working Relationships** – Consider willingness to establish and maintain cooperative working relationships with co-workers and other members of the University; if appropriate include external agencies and the general public. Consider sensitivity to and awareness of differences in people of diverse backgrounds.

6. **Communication Skills** – Consider the ability to provide clear, concise, and effective verbal and written communications, make effective oral presentations and deliver consistent, high quality customer service.

7. **Supervisory/Lead Responsibilities** – Consider ability to plan, organize, delegate, and follow up on work-flow to meet unit’s goals and objectives. Provides clear expectations and constructive feedback to subordinates on a consistent basis. Consistently treats subordinates fairly.

8. **Other Job-related Criteria** – describe

**Section 2 – Required**

List specific goals and accomplishments that are applicable during the next review period. (Goals should be objective, observable, and measurable.

[Click here and list specific goals and accomplishments.]

________________________________________
Employee Signature and Date

________________________________________
Department/Unit Evaluator’s Signature and Date

________________________________________
Appointing Authority’s Signature and Date

________________________________________
ASM Signature and Date

Revised 9/08