

California State University, Long Beach

NEW EMPLOYEE PLANNING & PERFORMANCE GOAL SETTING SHEET

DATE _____

EMPLOYEE NAME _____

EMPLOYEE ID

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 EPPGS

SUPERVISOR _____

DEPARTMENT _____

CLASSIFICATION _____

APPRAISAL REVIEW PERIOD _____ to _____
Mo./Yr. to Mo./Yr.

Performance Criteria	Importance to Position (Please check one for each criterion)		
	Critical	Very Important	Important
Section 1 - Required			
1. Job Skills – Consider the ability needed to perform the major responsibilities of this job as noted in the position description.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Amount of Work Accomplished – Consider the amount of work performed as it relates to achieving the tasks and goals of this position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Other Job-related Criteria – describe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

