

# 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
<b>Section 1 - Required</b>			
1. <b>Amount of Work Accomplished</b> – 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"/>
2. <b>Quality of Work</b> – 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"/>
3. <b>Initiative and Problem Solving</b> – 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"/>
4. <b>Working Relationships</b> – 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"/>
5. <b>Communication Skills</b> – 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"/>
6. <b>Supervisory/Lead Responsibilities</b> – 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"/>
7. 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