**Employee Goal-Setting and Progress Review Form**

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: | John Doe | **Employee ID:** | EMP-4587 |
| Position/Title: | Sales Associate | **Department:** | Sales |
| Supervisor/Manager |  | **Review Period** |  |
| Date of Review |  |  |  |

**Section 2: Goal-Setting**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal No.** | **Description of Goal** | **Goal Category (e.g. Performance, Learning, Project)** | **Target Completion Date** | **Weight (%)** | **Status (Not Started / In Progress / Completed)** |
| 1 |  |  |  | 20 |  |
| 2 |  |  |  | 20 |  |
| 3 |  |  |  | 20 |  |
| 4 |  |  |  | 20 |  |
| 5 |  |  |  | 20 |  |

**Section 3: Progress Review**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goal No.** | **Achievements / Progress Notes** | **% Completed** | **Manager’s Comments** | **Weighted Score** |
| 1 |  | 80% |  |  |
| 2 |  | 60% |  |  |
| 3 |  | 100% |  |  |
| 4 |  | 75% |  |  |
| 5 |  | 90% |  |  |

**Total Weighted Score (%):**

**Section 4: Overall Evaluation**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Rating (1–5)** | **Comments** |
| Goal Achievement |  |  |
| Teamwork & Collaboration |  |  |
| Initiative & Innovation |  |  |
| Communication Skills |  |  |
| Time Management |  |  |
| **Average Rating:** |  | |

**Section 5: Future Development Plan**

|  |  |  |
| --- | --- | --- |
| **Area for Improvement** | **Action Plan / Training Required** | **Target Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 6: Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Employee |  |  |  |
| Supervisor/Manager |  |  |  |
| HR Representative (if applicable) |  |  |  |