

# Management By Objectives Performance Appraisal

Employee Name \_\_\_\_\_ Employee Number \_\_\_\_\_  
Hire Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Evaluation Date \_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_ Annual      \_\_\_\_ Months  
Job Title \_\_\_\_\_ Job Grade \_\_\_\_\_  
Supervisor \_\_\_\_\_ Department \_\_\_\_\_

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## Step One: Goal Attainment

Recap specific objectives that were to be met from the prior review period.

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State specific objectives that were met.

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State specific objectives that were not met or are still pending and expected completion dates.

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Employee Comments

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**Step Two: Goal Setting**

State at least three objectives to be met prior to the next review period.

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State what plans the employee has to meet these objectives.

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State what the supervisor/manager will do to assist the employee in meeting these objectives.

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State employee's personal goals to be attained prior to the next review period.

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Employee Comments

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**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Supervisor/Manager Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_