# Goal Planning Template

## Employee/Intern Information

<table>
<thead>
<tr>
<th>Employee/Intern Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer:</td>
<td></td>
</tr>
<tr>
<td>Job Title:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td></td>
</tr>
<tr>
<td>Manager:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Review Period:</td>
<td>to</td>
</tr>
</tbody>
</table>

## Instructions

Goals should always be: **S** – Specific  **M** – Measurable  **A** – Achievable  **R** – Realistic  **T** – Time Bound

1. **Goal/Objective.** Briefly describe each goal/objective and when the goal/objective should be met or accomplished.

2. **Measurement.** How will the goal/objective be evaluated? (Use quantitative measures such as % or dollar increase in revenue or market share and/or use qualitative measures which are descriptive of criteria.)

3. **Importance.** Rank the goal as Essential, Important, or Desirable as follows:
   - **Essential** – required for job performance
   - **Important** – helpful for job performance
   - **Desirable** – asset for job performance

## 1st Goal/Objective

### Description:

### Measurement:

### Importance:

- [ ] Essential
- [ ] Important
- [ ] Desirable
**2\textsuperscript{nd} Goal/Objective**

*Description:* 

*Measurement:* 

**Importance:**

- [ ] Essential
- [ ] Important
- [ ] Desirable

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**3\textsuperscript{rd} Goal/Objective**

*Description:* 

*Measurement:* 

**Importance:**

- [ ] Essential
- [ ] Important
- [ ] Desirable

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**Other Items To Discuss**

Please also discuss the following items:

1. Starting and ending dates of employment
2. Schedule/Hours worked each week
3. Compensation
4. Scheduled breaks and/or vacation time
5. Dress code

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Intern Signature: ___________________________ Employer Signature: ___________________________ Date: ________

*Provided By HR.com*