



## Annual Employee Goals

Employee Name:

Employee Title:

Supervisor Name:

Period Covered:  Standard: 4/1/2022-3/31/2023 OR  Non-standard: -

The employee and their supervisor should confer to develop 2-4 individual goals for the employee to accomplish during the evaluation period noted above. Create goals using SMART\* (Specific, Measurable, Attainable/Achievable, Relevant, Trackable/Time-bound) criteria. Consider:

- Contributions toward organizational goals.
- Areas for professional growth (e.g., leadership, communication, technology, specialized skills).
- Activities that would support professional growth (e.g., training, conferences, LinkedIn Learning, workshops, certifications, participation on committees or special projects).
- Goals identified by the employee in the self-evaluation form.

One goal has already been identified for all FCI employees, but can be further refined at the supervisor's direction.

\* Resources for setting SMART goals: [Writing S.M.A.R.T Goals](#) and [Goal-Setting Form template](#).

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### GOALS

1. To advance FCI's efforts on racial equity and justice, I will devote the equivalent of one work day (i.e., 7 hours for full-time employees) over the next year to engaging in education and/or professional development focused on diversity, equity and/or inclusion.