EMPLOYEE GOALS AND ACTIVITIES WORKSHEET DATE _____

Name: _____ Position: _____

This form should be completed by the employee throughout the year to serve as a log of his/her participation in the development activities (training, in-service, professional meetings, etc.) that will fulfill the goals outlined on the left hand side of this worksheet. (You may have to add rows to this table.)

Goals for upcoming year	**Activities Log**
Personal Development Goals	**Personal Development Log**
Goals which will help me be a better employee in general	
Professional Development Goals	**Professional Development Log**
Goals which will help develop professionally	
Organizational Involvement Goals	**Organizational Involvement Log**
Goals to help me become more involved in the Calvin Community	
Achievement Goals	**Achievement Log**
What I want to achieve and accomplish this year	
Other	**Other**
Additional goals not listed above	