## Human Resource Services

## Employee & Labor Relations

New Mexico State University

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**Goal Planning Form**

(may be used for new exempt/nonexempt staff)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Name (Last, First)** | | **Employee Aggie ID** | | **Employee Title** |
| **Department** | | | | **Date Employed in this Position** |
| **Goal Period** | **From:** | | **To:** | |

|  |  |  |
| --- | --- | --- |
| **Purpose:** This form may be used to assist in goal setting for new employees who have been employed for less than six months with New Mexico State University and therefore are too new to be evaluated on performance. | | |
| **Section 1: Goals for Coming Year: Goals are activities outside of regular job duties that are based on, and linked to, the needs and direction of the department in support of the University’s mission and goals.** | | |
| **Unit/Division Goals:** | | |
| **Individual Goal** | | **Measures** |
| 1. | |  |
| 2. | |  |
| 3. | |  |
| 4. | |  |
|  | | |
| **Section 2: Development Plan: Identifies the area of improvement, skill or behavior needed to perform the current job.** | | |
| **Areas for Development** | **Describe Development Activities** | |
| 1. |  | |
| 2. |  | |
|  | | |
| **Follow Up Review Date(s):** | | |

Employee's Signature Date

Supervisor's Signature Date

Next Level Supervisor’s Signature Date