

Employee Goal Setting and Progress Tracker

Employee Name

Enter employee name

Department

Enter department

Supervisor

Enter supervisor name

Review Period

e.g. Jan 2024 - Dec 2024

Goals

Goal	Target Date	Progress	Notes
<div>Describe goal</div>	<div></div>	<div>Not started</div>	<div>Add notes</div>
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General Comments

Add any additional notes or comments