

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
Describe goal		Not started ▾	Add notes
Describe goal		Not started ▾	Add notes
Describe goal		Not started ▾	Add notes

General Comments

Add any additional notes or comments