**ANNUAL EMPHASIS GOALS**

Annual emphasis goals are to be prepared in duplicate prior to each evaluation period. The mid-year status review will provide ongoing communication as well as an opportunity to revise emphasis goals as appropriate. The year-end status will appraise individual work performance and confirm participation in the annual emphasis goal process. Annual evaluation reports will include the final summary/report of the annual emphasis goals for the evaluation year and a draft proposal of annual emphasis goals for the subsequent year.

Goals (general statements indicating what is to be accomplished) and objectives (measurable actions of how the goal will be accomplished) may be long or short-term, all of which or part of which can be accomplished within the year. They should 1) align with NWESD Mission, Vision, Values and Goals as nearly as possible, 2) possibly reference specific department goals/objectives, and 3) identify areas for personal/professional development.

| Name |        | Evaluation period from |        | to |        |
| --- | --- | --- | --- | --- | --- |
| Department |        | Position |        |
|  |
| **Goals and Objectives** | **Time Frame** | **Mid-Year Status** | **Year-End Status** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |