**Goals for FY 2025 (2024-25)**

Name: Job Title / Role:  **Date:**

Instructions:

1. Review **Job Description** and **Performance Evaluation**
2. List Key Responsibility Areas and FY2025 goals under each of those areas
3. Indicate specific due dates
4. Set up periodic dates to Review Progress (e.g., quarterly, or tied to a specific event or campaign)

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| **Function** | **Key Responsibility Area** as described in job description | **FY 2025 Goals** (including outcomes and timelines) | **Date Due** |
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| **Date of Meeting** | **Comments on Progress** | **Employee Signature** | **Mgr Signature** |
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Employee Comments / Requests for Tools / Support needed to meet goals:

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Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_