

## Performance Planning Meeting Summary (Part 1)

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Period: \_\_\_\_\_

**Performance Goals/Objectives:**

*(Goals listed should include date set or modified)*

**Performance Goals Progress/Accomplishments:**

*(Completed goals, include date it was accomplished)*

## Performance Planning Meeting Summary (Part 2)

**Performance Goals Progress/Accomplishments:** *(Continued)*

**Other Projects, Activities, & Accomplishments:** *(Include other projects & activities showing this employee's time/ effort)*