

# Goal Sheet - C&E Process Sample



Goals & Action Plans	Description
1 <b>Employee Name:</b>	
2 <b>Position:</b>	
3 <b>Goal Period:</b>	
4	(Explanatory sentence)
5	
6 <b>Goal # 1</b>	
7     Specific Action Plan Steps	
8	
9	
10 <b>Goal # 2</b>	
11     Specific Action Plan Steps	
12	
13	
14 <b>Goal # 3</b>	
15     Specific Action Plan Steps	
16	
17	
18 <b>Goal # 4</b>	
19     Specific Action Plan Steps	
20	
21	
22 <b>Competency/Skill Goal</b>	
23     Specific Action Plan Steps	
24	
25 <b>Life Enhancement/ Self Care Goal</b>	
26     Specific Action Plan Steps	
27	
28	
29	
30 <b>Are there any Remedial Goals?</b>	<b>If so, please list</b>
31	
32	
33 <b>C&amp;E Team Members</b>	
34 <b>Team Captain (E-mail &amp; Cell)</b>	
35 <b>Team Member #1 (E-mail &amp; Cell)</b>	
36 <b>Team Member #2 (E-mail &amp; Cell)</b>	
37 <b>Team Member #3 (E-mail &amp; Cell)</b>	
38 <b>Team Member #4 (E-mail &amp; Cell)</b>	