

PERFORMANCE EXPECTATIONS-SETTING FORM

Employee: _____

Job Title: _____

Date: _____

Hire Date: _____

INSTRUCTIONS: In the INDIVIDUAL EXPECTATIONS section, list the expectations that the employee is assigned. Describe the results to be achieved next to each objective. Provide an objective weight based upon the importance of each objective (objective weights should total 100%).

PERFORMANCE EXPECTATIONS

Major Responsibilities / Individual Expectations	Measurable Expectations / Specific Measurements & Results to be Achieved	Expectations Weight (Total = 100%)	Comments
(Consult with supervisor)		0%	
		0%	
		0%	
		0%	
		0%	
		0%	
		0%	
		0%	
		0%	
	Objective Weights = 100%	0%	