**Monthly Goals**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**Quarterly Priorities**

**Week Four**

**Week Three**

**Week Two**

**Week One**

Evaluation: Each employee will be given a chance to evaluate himself/herself. After each self-evaluation selected staff or supervisors will then evaluate their performance based on evidence. Point system: 3= one forth complete 5= half compete 7= three forth complete 10= Fully Completed

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Evaluation  | Goal 1 | Goal 2 | Goal 3 | Goal 4 | Goal 5 | Goal 6 | Goal 7 | Possible Pts. | Total Pts. | % | Grade |
| Self- Evaluation | 3 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 3 | 7 | 3 | 7 |  |  |  |  |
| 7 | 10 | 7 | 10 | 7 | 10 | 7 | 10 | 7 | 10 | 7 | 10 | 7 | 10 |
| Office Evaluation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Grading System |  90%-100%%= A 80%-89% = B 70%-79% = C 60%-69% = D Below 60% = F (if one evaluation is more than 60%) A= 20 B = 15 C = 10 D = 7 F+ = 3  | Final Grade |  |