

**Employee Goal Setting Template**

**INSTRUCTIONS**

**1.** Fill in your personal and job details.

**2.** Write clear and specific goals, ideally aligned with team or company priorities.

**3.** Break each goal into smaller tasks and add realistic timelines.

**4.** Identify possible challenges and list any support or resources you may need.

**5.** Track progress and evaluate what worked and what could be improved.

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| **Employee name** |  | **Date** |  |
| **Job title** |  | **Department** |  |

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| **Define goals***List your key goals. Make them specific, measurable, and aligned with your role & business objectives.* |
| **Goal 1** | [Describe your goals.] |
| **Goal 2** |  |
| **Goal 1** |  |

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| **Action steps***Break down each goal into smaller, actionable steps. Include a timeline for each to keep yourself on track.* |
| **Goal 1** | **Action steps to achieve goal** | **Timeline** |
| Step 1: |  |
| Step 2: |  |
| **Goal 2** | **Action steps to achieve goal** | **Timeline** |
| Step 1: |  |
| Step 2: |  |
| **Goal 3** | **Action steps to achieve goal** | **Timeline** |
| Step 1: |  |
| Step 2: |  |

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| **Potential challenges** *Note any obstacles you might face while working toward your goals and how you plan to manage them.* |
| **Goal 1** |  |
| **Goal 2** |  |
| **Goal 3** |  |

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| **Resources and support needed***Specify the resources, training, or mentorship needed to achieve the goals.*  |
| **Goal 1** | [Describe resources/training/mentorship needed, e.g., coaching by a senior employee.] |
| **Goal 2** |  |
| **Goal 3** |  |

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| **Progress tracking***Document milestones, updates, or changes made toward your goals.* |
| **Goal 1** |  |
| **Goal 2** |  |
| **Goal 3** |  |

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| **Evaluation of goal completion and success***Assess whether the goal was met, what worked well, and what could be improved next time.* |
| **Goal 1** |  |
| **Goal 2** |  |
| **Goal 3** |  |



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