

GOAL ACCOMPLISHMENT RATING CRITERIA

Each Goal is individually rated based on the noted performance criteria below.

- Scores on each individual competency will be integral (4, 2 or 0)
- No integers or fractions can be used (e.g., 1, 1.5, 3.2 . . .)

Rating	Criteria
Goal Accomplishment (4)	<ul style="list-style-type: none"> • Goal is 100% accomplished and all criteria fulfilled • All conditions and expectations of the goal were met and/or exceeded
Goal Substantially Accomplished (2)	<ul style="list-style-type: none"> • Substantial effort (80-99%) toward goal • Work activities displayed much effort and progress toward completion of the goal
Goal Minimally /Not Accomplished (0)	Minimal, insufficient, or no effort (below 80%) made towards the goal

SAMPLE GOALS

Some sample goals are provided below to demonstrate how an appropriate goal should be effectively written:

Examples of <u>Program Goals</u>	<p>Prepare a detailed report (including research, findings, stakeholder impact and recommendations) prior to November 1, 2008, to develop a new air quality program for the County to reduce County vehicle emissions by 20%.</p> <p>Utilizing guidelines/direction provided by the Department/Agency, develop a program to address the needs of the homeless in the Civic Center area prior to June XXXX. Prepare a program implementation plan, including resources needed, stakeholders input, and program cost by December 10, XXXX.</p> <p>Prior to November XXXX, prepare a fee study to recover all costs of the Agricultural Commissions operations. Determine appropriate fees for each service, anticipated revenue received, and the steps necessary to activate this fee program.</p>
Example of an <u>Individual Professional Development Goal</u>	Complete a college level course focused on Governmental Grant Preparation by August 1, XXXX, and provide a one-hour training session (by 12-1-XX) for the managers in the financial unit of the Department on how to enhance grant writing/ applications for the Department.