



Annual Performance Contract

Name	Today's Date
Position	Supervisor's Name

The purpose of this Performance Contract is for the employee and their supervisor to set commonly-agreed upon objectives for the coming year. By setting reasonable goals, supervisors will be in a position to help support their teams throughout the year. *This document is meant to be a living agreement, to be **revisited and updated at least quarterly**.*

Your progress toward these goals will directly influence your annual performance review and compensation.

SMART Goal Planning

“SMART” objectives are: Simple, Measurable, Attainable, Reasonable, and Time-bound

SMART Goal	Track Comments
	Target Completion Date:
	Target Completion Date:
	Target Completion Date:
	Target Completion Date:
	Target Completion Date:
	Target Completion Date:



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Leadership Metrics

Key Objective	Employee Discussion
Role Model – <i>Personally role model the mission, vision, and values of the organization.</i>	
Self-correction – <i>Acknowledge when you make a mistake, apologize, and work to prevent a recurrence.</i>	
Ongoing Improvement – <i>Demonstrate a relentless focus on continuous improvement, regardless of any awards or recognition received.</i>	
Customer Service – <i>Feel a sense of personal pride, and instill pride in your team, about the importance of providing excellent customer service.</i>	
Staff Retention – <i>Put energy into developing strong hiring, recruitment, and retention processes to minimize staff turnover.</i>	
Professional Development – <i>Prove their commitment to lifelong learning through continuing in their own development and investing in the development of their team.</i>	
Recognition – <i>Celebrate small wins and provide meaningful recognition.</i>	
Problem Solving – <i>Involve your team by training in problem-solving tools and the use of data for fact-based decisions and processes.</i>	
Proactivity – <i>Leverage your experience to make proactive improvements instead of only addressing problems.</i>	
External Evaluations – <i>Participate in outside evaluation tools for the value of objective feedback.</i>	



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REVIEW - **Please Write Coaching Notes and Initial at each review.**

Q4, 2018 <i>Fall</i>	Coaching Notes:	
_____	_____	_____
Employee	Supervisor	Date

Q1, 2019 <i>Winter</i>	Coaching Notes:	
_____	_____	_____
Employee	Supervisor	Date

Q2, 2019 <i>Spring</i>	Coaching Notes:	
_____	_____	_____
Employee	Supervisor	Date

Additional Notes...
