

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

APPENDIX F

Policy 502

Goal Setting Questionnaire

(To be completed in conjunction with Performance Appraisal)

Name: _____ **Date:** _____

Position: _____

Please take the time to answer the following questions. Be as honest as you can giving each item serious thought. Bring this form to your performance appraisal.

List 2 personal goals that you will strive to accomplish in the upcoming year (these must have some relation to your position with the Library)

1. _____
2. _____

Indicate any training that you feel you may need to be more effective at your job.

Identify any areas of improvement you see in yourself and method of corrections.

Employee

Board Chairperson

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Date Approved: November 14, 2012

Date to Review: March 18, 2023