

CITY OF CLEVELAND
DEPARTMENT OF PUBLIC SAFETY/DIVISION OF POLICE
EMPLOYEE OBJECTIVES/EXPECTATIONS WORKSHEET



Name: _____

Department/ Area: _____

Position: _____ From: _____ To: _____

Instructions: Based upon a review of department and/or area goals established for the above report period and your position description, you will be responsible for accomplishing specific objectives/expectations during this report period. Please note that your annual performance appraisal will be based, in part, upon the progress demonstrated toward accomplishment and actual obtainment of the objectives/expectations defined below. Up to six (6) objectives/expectations is required. As required, additional pages may be attached to this worksheet.

* This form may be used to establish a Performance Improvement Plan.

1.

2.

3.

4.

5.

6.

This form may be used to the establish a Performance Improvement Plan.

Employee Signature: _____ Date: _____

Immediate Supervisor Signature: _____ Date: _____

Manager's Signature _____ Date: _____

Appointing Authority Signature: _____ Date: _____

Director's Signature (if applicable): _____ Date: _____