

# New Hire Goal Sheet

This form is used to discuss and document goals with a New Hire. These goals are in addition to essential duties a manager must complete to be successful. The Managerial Review cycle runs from July 1 – June 30 each year. The new employee's hire date will determine if this form should be utilized. For further questions, please contact [hrtraining@rowan.edu](mailto:hrtraining@rowan.edu).

Goals/Objective	Time Frame	Measure of Achievement

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_