



## Individual Goal Addendum (Optional)

<b>ANNUAL PERFORMANCE APPRAISAL CYCLE</b> <i>(Dates From/To):</i>			to	
<b>Dept. Name:</b>		<b>Employee Name:</b>		
<b>Dept. #:</b>		<b>Employee ID:</b>	<b>Position #:</b>	
<b>Supervisor Name:</b>		<b>Supervisor Title:</b>		

### INDIVIDUAL GOAL ADDENDUM

If your individual goal descriptions are too long to fit into the boxes on the Full Cycle Performance Appraisal Tool, and therefore will not print out properly if you want a paper copy, then you may use this form to document these goals. Simply copy and paste from your original form into the box below. You can then print out this page to attach to your appraisal; you can also upload it electronically along with the appraisal tool at the end of the cycle.

<b>GOAL -- Title:</b>	
<b>Description:</b>	

