



PROPOSAL KIT SAMPLE

SAMPLE CONTRACT PACK DOCUMENT

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For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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<<Company>>
<<CurrentDate>>

Employee Goal Setting Worksheet :

Employee:	<<ContractFirstName>> <<ContractLastName>>
Title:	<<ContractJobTitle>>
Department:	<<Department>>
Supervisor:	<<Supervisor>>
Evaluation Period	<<StartDate>> to <<EndDate>>

Instructions:

This worksheet assists supervisors and their staff members in developing obtainable goals for the next work year. Supervisors and employees should meet << Insert time period >> to consider the next work year and to develop goals for the employee listed above. Supervisors are instructed to use this goal setting worksheet as the basis for evaluating employee performance at the completion of the evaluation period or close of the work year.

Category: << Insert Category >>

Goal: << Insert Goal >>

Essential functions: << Insert essential functions related to the goal or job performance here. >>

Challenges to goal: << Insert challenges related to the goal or job performance here. >>

Strategies for achieving goal: << Insert strategies for achieving the goal here. >>

DEMO CONTRACT

This demo contract has been truncated. The complete 2 page editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/employee-performance-goal-setting-worksheet.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

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