

Example Employee Goals

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| Stacy Jones 20XX Goals | | | | |
| Goal | Steps | Responsibility | Due Date | Status |
| Organize volunteer fair. | Schedule date on church calendar. | Stacy Jones | February 1 | Completed |
| Advertise fair in church bulletin, website and announcements. | Stacy Jones | May 1 | Completed |
| Recruit representatives to answer questions the day of the fair. | Stacy Jones | May 1 | Completed |
| Gather volunteer information recruitment material. | Stacy Jones | June 1 | Completed |
| Develop plan for booth design and layout. | Stacy Jones | June 1 | Pending |
| Set-up fair booths. | Stacy Jones | June 14 | Pending |
| Participate in fair. | Stacy Jones | June 15 | Pending |