Portland Community College

**Employee Responsibilities and Goals**

**Employee Name: For Period Starting and Ending**

**Purpose:** This document helps to establish agreed-upon job responsibilities and related job goals for the current and/or future evaluation period. It serves as an active tool to stimulate a joint discussion between the supervisor and employee. Completion of this form is to be initiated by the supervisor and employee at the start or end of each evaluation period. At regular intervals these responsibilities and goals should be reviewed to determine the need for revision(s). Any such changes should be noted within this document.

These responsibilities and goals also provide the foundation and guide from which the employee’s overall performance will be assessed. As a result, please attach this document with the employee’s annual assessment when you upload it to MyCareer@PCC.

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| **RESPONSIBILITIES**  Identify major and essential job responsibilities. | **GOALS**  Identify related job goals. Goals are to be specific, measurable, attainable and realistic. | **SUPPORT NEEDED**  Identify resources needed to help accomplish goals. | **TIMELINES**  Identify specific target dates to review each goal. |
| **INTERCULTURAL COMPETENCY GOAL[[1]](#footnote-1):** |  |  |  |

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1. The Intercultural Competency goal is required for all employees and should be established using the Intercultural Competency Self-Assessment tool. [↑](#footnote-ref-1)