

Contribution Objectives Form Instructions

This Microsoft Word document is formatted so employees and their supervisors can easily enter information in the necessary fields and then print and sign a hard copy.

To use this form:

1. This form has a mixture of protected areas and free text areas so spell checking can take place. In the free text areas, data can be added like any other word document
2. Move through the document using a combination of <**tab**> key movement and <**mouse/arrow**> movement.
3. The free text areas are gray highlights in the data entry areas. Press <**tab**> to move forward through the fields. Press <**shift-tab**> to move to the previous field. Or use your mouse <**cursor**> to click on the desired field.
4. The free text areas that require text entry to describe contribution goals, or other subjective entry are not protected and data entry is accomplished like any other word document. This allows spell checking to occur. To help in alignment, these areas are within a table, but word wrapping will take place and spell/grammar checking is available.

COMMUNICATION.

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RESOURCE MANAGEMENT.

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III. EMPLOYEE AND SUPERVISOR PRINT, SIGN AND DATE.

Print Supervisor's Name

Supervisor's Signature

Date

Print Employee's Name

Employee's Signature

Date