

Performance Plan - With Weights

Name: Joan Brownback
 Job Title: Accountant
 Department: Finance & Accounting
 Period of Review: March 1, 2007 through March 1, 2008
 Supervisor: Clinton Koker

Key Objectives/Goals:

Listed below, in order of importance, are specific key objectives/goals to be accomplished. Weight

- | | | |
|---|------------------------------------------------------------------------------------------------|-----|
| 1 | To complete all management reports within 15 days after period endings. | 25% |
| 2 | To insure the company tax documents are filed on the dates due. | 20% |
| 3 | To keep all assigned account and general ledger records current and without significant error. | 20% |
| 4 | To pass two parts of the CPA exam by March 1, 2008. | 15% |
| 5 | To delegate payroll tax responsibilities to Payroll Clerk by December 31, 2007. | 10% |
| 6 | To maintain a professional, courteous, and friendly atmosphere for employees and co-workers. | 10% |

Employee's Signature

Date

Supervisor(s)' Signature

Date(s)