



## Goal Setting Process

Each assigned evaluator will be responsible for developing mutual goals with all employees.

These goals shall provide direction for employee growth and development, and will become part of their evaluation document.

Assigned Evaluators and employees will be responsible for their part in the following process:

- 1) Hold whole staff goal-setting in-service by **September 15**. During this session, refer to the district's mission statement and strategic plan to discuss possible department-wide and/or personal goals.
- 2) Hold goal setting conferences with their employees to complete the goals, objectives, and if needed, 1:1 administrative assistance regarding the Form. Each employee and assigned evaluator must sign and date this document.
- 3) In the event that goals cannot be mutually agreed upon, the employee may submit a written appeal to his/her assigned evaluator. If an agreement still cannot be reached, the employee may then submit a written appeal to the next administrative level(s). If continued disagreement, the employee may submit a written appeal to the Assistant Superintendent, Human Resources.
- 4) The goal setting process will be completed by **November 1<sup>st</sup>**.
- 5) Established goals may be mutually revised throughout the year.
- 6) Periodic review of the employee's progress may be held as necessary.