

Puyallup School District – Central Management Team (CMT) Operations & Management Administrators Goal Setting Template

Employee Name: _____ Employee ID #: _____

Employee Job Title: _____ Evaluation Year: _____

Evaluator: _____

One component of your Central Management Team Evaluation is “Engaging in the Goal Setting Process.” Please refer to the related rubric below as you establish your goal(s) and engage in conversations with your evaluator.

Engaging in the Goal Setting Process			
Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> Did not engage in the goal-setting process. Did not establish goals.	<input type="checkbox"/> Minimally engaged in the goal-setting process. Established a goal with limited impact.	<input type="checkbox"/> Fully engaged in the goal-setting process. Established meaningful and impactful goals.	<input type="checkbox"/> Fully engaged in the goal-setting process and assisted/mentored others. Established several meaningful and impactful goals.
<input type="checkbox"/> Did not identify or articulate any professional goals.	<input type="checkbox"/> Identified and/or articulated elements of professional goals but lacked clarity and action steps.	<input type="checkbox"/> Identified and/or articulated clear professional goals which included defined action steps and necessary resources.	<input type="checkbox"/> Thoroughly identified and/or articulated clear professional goals which included extensive action steps and necessary resources.
<input type="checkbox"/> Identified goal(s) were unrelated to current job assignment.	<input type="checkbox"/> Identified goal(s) were somewhat relevant to current job assignment and targeted some aspects of work responsibilities.	<input type="checkbox"/> Identified goal(s) were relevant to current job assignment and targeted meaningful aspects of work responsibilities.	<input type="checkbox"/> Identified goal(s) were relevant to current job assignment and targeted meaningful aspects of work responsibilities and directly connected to District initiatives.
<input type="checkbox"/> Outcomes from goal(s) were not measurable or impactful.	<input type="checkbox"/> Outcomes from goal(s) were not measurable and minimally impactful.	<input type="checkbox"/> Outcomes from goal(s) and related action steps were measurable and impactful.	<input type="checkbox"/> Outcomes from goal(s) and related action steps were measurable and extremely impactful.
<input type="checkbox"/> Did not engage in conversations with supervisor regarding goals and progress.	<input type="checkbox"/> Engaged minimally in conversations with supervisor regarding goals and progress.	<input type="checkbox"/> Engaged fully in conversations with supervisor regarding goals and progress.	<input type="checkbox"/> Engaged fully in conversations with supervisor regarding goals & provided detailed explanation of progress.

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Directions: After reviewing the rubric, complete the **Goal Setting Template** below and submit to your Evaluator in the fall. Be prepared to share evidence related to the outcomes of your goal(s) with your evaluator later this year.

What do you want to accomplish this year?

Who are your Stakeholders?

What is your Goal Statement(s) [intended result(s) for your stakeholders]?

What are your Action Steps associated with this goal?

How will you measure the success/impact of this/these goal(s)?