

FORT MILL SCHOOL DISTRICT CLASSIFIED EMPLOYEE GOALS

Employee Name:

School Year:

Position:

School/Department:

GOAL SETTING REQUIREMENTS: Develop a minimum of two goals for professional or personal growth. Goals can be developed by the employee or supervisor. Include 1 or 2 action steps that will help you to achieve your goal.

Goals should be:

- Specific- What is the desired result? (who, what, when, why, how)
- Measureable – How can you quantify (numerically or descriptively) completion or measure progress?
- Action Steps - How will you achieve your goal?
- Relevant – Is the goal in alignment with the overall mission or strategy of the district.
- Timeline – When would you like to complete your goal?

Goal 1:	
Goal developed by Employee:	Goal developed by Supervisor:
Timeline:	
Action Step 1:	Action Step 2:
Goal 2:	
Goal developed by Employee:	Goal developed by Supervisor:
Timeline:	
Action Step 1:	Action Step 2:
Employee Comments:	

Employee Signature:

Date:

Supervisor's Signature:

Date:

Please keep this form at the school.