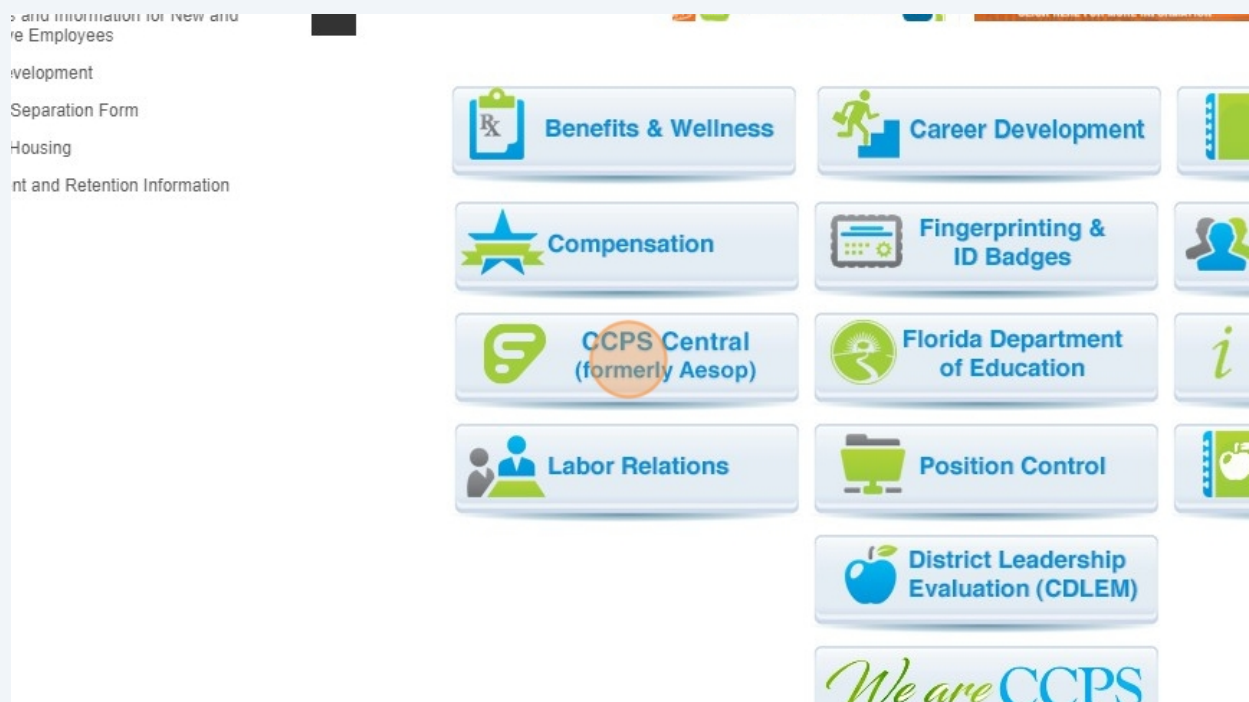


How to Submit a Goal Setting Form



1 Navigate to <https://www.collierschools.com/Page/165>

2 Click this image.



- 3 Click the "Organization Email Address" field.

Single Sign-On (SSO)

Enter your organization email address to lookup your organization's sign in page.
This feature must be enabled by your organization.

Organization Email Address

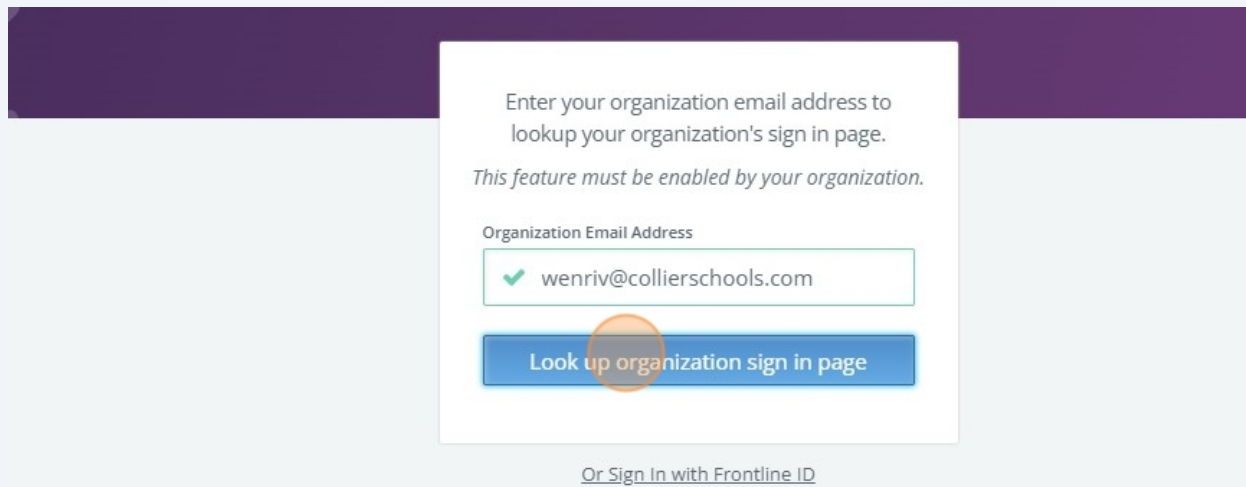
Enter your organization email address

Look up organization sign in page

[Or Sign In with Frontline ID](#)

- 4 Type your work email address ".....@collierschools.com"

- 5 After you enter your email address, click "Look up organization sign in page"



Enter your organization email address to lookup your organization's sign in page.
This feature must be enabled by your organization.

Organization Email Address

✓ wenriv@collierschools.com

Look up organization sign in page

[Or Sign In with Frontline ID](#)

- 6 Click "Professional Growth" from the drop down. You may not see all of these platforms as they are permissions based. No worries, just look for PG.



District School Board of Collier County

Select an Application

- Absence Management
- Frontline Central
- Professional Growth
- Recruiting & Hiring

7 Click "Learning Plan"

VIEWING AS
TED PARSONS Professional Development District School Board Of Collier County

NAVIGATION ⌵

- 💡 Insights
- 👤 My Info >
- 📅 Learning Plan**
- 📁 Activity Catalogs >
- 📁 Activities >
- 📄 Forms >
- ⚙️ Administration >

News and Info

- Getting Started in EEM for Evaluators
- Getting Started in EEM for Educators/Staff

My Requests - Ted Parsons

Actions	Activity Title	Start Date
-- no records --		

My Evaluation - Ted Parsons

Scheduled Components

None

Action Required

Goal Setting - Goal Setting

Status: **awaiting form submission**

Action: [Open Goal Setting - Goal Setting form for submission](#)

In Progress

8 Click "Open Goal Setting - Goal Setting form for submission"

Activity Catalogs >

Activities >

Forms >

Administration >

Actions	Activity Title	Start Date	Er
-- no records --			

My Evaluation - Ted Parsons

Scheduled Components

None

Action Required

Goal Setting - Goal Setting

Status: **awaiting form submission**

Action: [Open Goal Setting - Goal Setting form for submission](#)

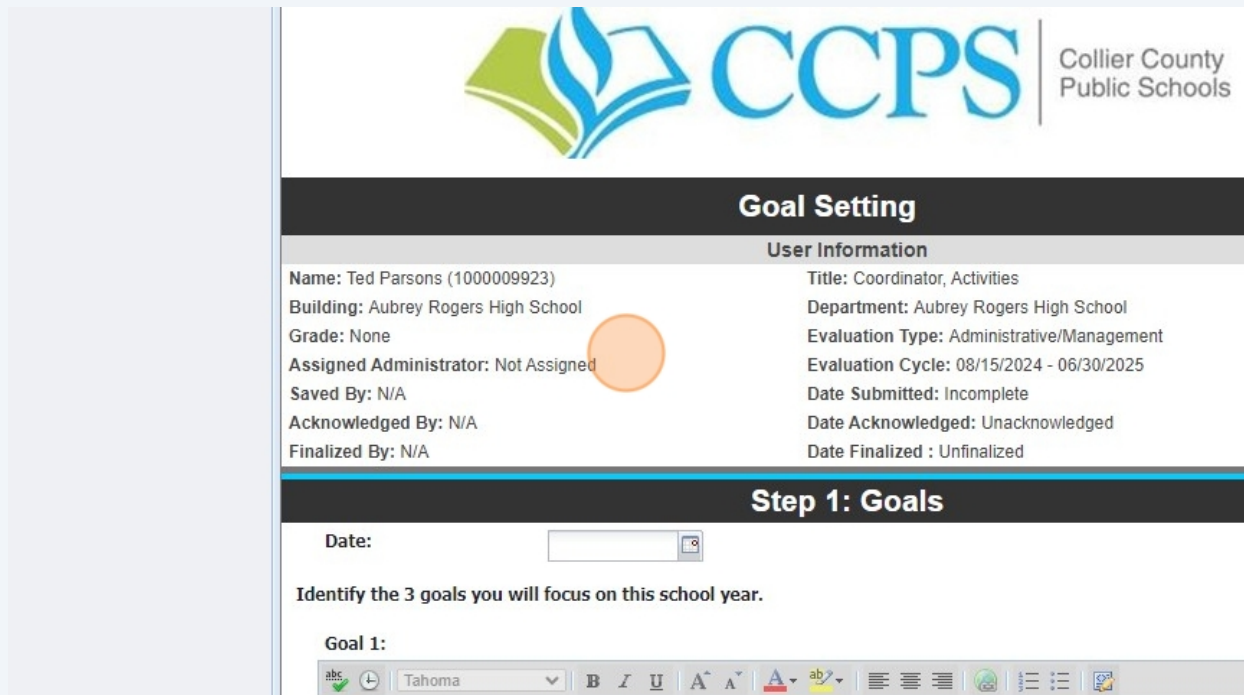
In Progress [View Goal Setting - Goal Setting](#)

None

Complete

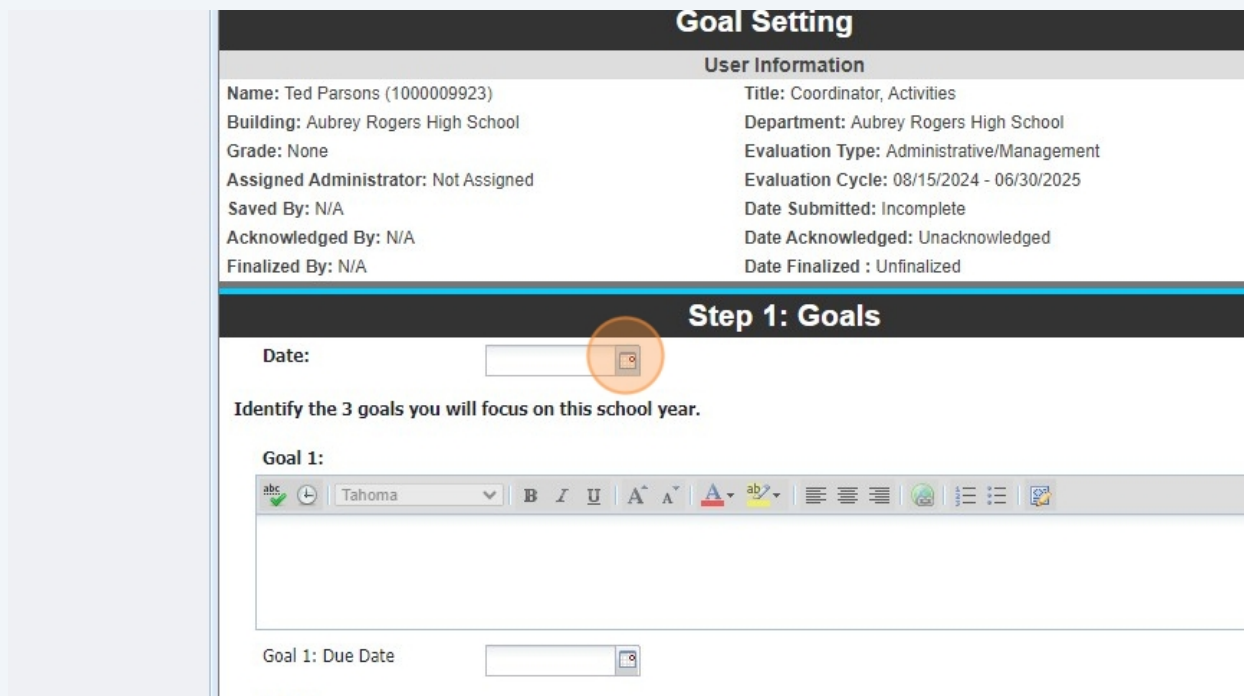
None

- 9 Review the user information at the top of the page to ensure it is correct.



The screenshot shows the CCPS (Collier County Public Schools) Goal Setting interface. At the top is the CCPS logo. Below it is a section titled "Goal Setting" with a sub-header "User Information". This section contains two columns of user details for Ted Parsons (ID: 1000009923), including his title, department, evaluation type, cycle, and submission/acknowledgment dates. An orange circle highlights the "Assigned Administrator: Not Assigned" field. Below the user information is a section titled "Step 1: Goals". It features a "Date:" label followed by a date picker. Below this is the instruction "Identify the 3 goals you will focus on this school year." and a "Goal 1:" label. Under "Goal 1:", there is a rich text editor with a toolbar and a text area. The toolbar includes options for font color, background color, bold, italic, underline, link, unlink, and list creation. The text area currently contains the word "Tahoma".

- 10 Step 1: Enter the start date of the goal in this box.



This screenshot shows the same CCPS Goal Setting interface as the previous one, but with an orange circle highlighting the date picker in the "Date:" field under the "Step 1: Goals" section. The rest of the page, including the user information and the "Goal 1:" section, remains the same.

11

Click "Goal 1: and enter an attainable goal based on your department/school or the strategic plan"

g Plan
Catalogs >
s >
>
tration >

Building: Aubrey Rogers High School
Grade: None
Assigned Administrator: Not Assigned
Saved By: N/A
Acknowledged By: N/A
Finalized By: N/A
Department: Aubrey
Evaluation Type: Adr
Evaluation Cycle: 08
Date Submitted: Incc
Date Acknowledged:
Date Finalized : Unfir

Step 1: Goals

Date:

Identify the 3 goals you will focus on this school year.

Goal 1:

Goal 1: Due Date

Goal 2:

Goal 2: Due Date

Goal 3:

12

Click "Goal 2: and enter an attainable goal based on your department/school or the strategic plan""

Catalogs >
s >
>
tration >

Building: Aubrey Rogers High School
Grade: None
Assigned Administrator: Not Assigned
Saved By: N/A
Acknowledged By: N/A
Finalized By: N/A
Department: Aubrey
Evaluation Type: Adr
Evaluation Cycle: 08
Date Submitted: Incc
Date Acknowledged:
Date Finalized : Unfir

Step 1: Goals

Date:

Identify the 3 goals you will focus on this school year.

Goal 1:

Goal 1: Due Date

Goal 2:

Goal 2: Due Date

Goal 3:

13

Click "Goal 3:" and enter a personal/professional goal you would like to attain this year.

The screenshot shows a web interface for setting goals. On the left is a sidebar with the 'frontline education' logo and 'All rights reserved'. The main area contains three goal sections:

- Goal 1:** Includes a 'Due Date' field.
- Goal 2:** Includes a text editor with a 'Tahoma' font dropdown, bold/italic/underline buttons, and a 'Due Date' field.
- Goal 3:** This section is highlighted with an orange circle around the label. It also includes a text editor and a 'Due Date' field.

14

Step 2: Review the definitions of the "Elements" and then identify 1-3 Elements you would like to improve, develop or grow this year and create a plan t..." **This is NOT MANDATORY!**

The screenshot shows the 'Step 2: Ongoing Growth' section of a web application. At the top, it says 'Personal Development' and 'District School Board of Collier County'. Below this is a 'Goal 3:' section with a text editor and a 'Due Date' field. The main content area is titled 'Step 2: Ongoing Growth' and contains the instruction: 'Review the definitions of the "Elements" and then identify 1-3 Elements you would like to improve and create a plan to do so.' This instruction is circled in orange. Below it is a list of 'Elements' with checkboxes:

- ☐ Communication - Communicates effectively and appropriately. Uses good judgment as to what to communicate and responds to them in a timely and effective manner. Speaks in a clear and credible manner, selecting the right tone for the situation. allows them to make their point.
- ☐ Customer Focus - Personally demonstrates that external (or internal) customers are a high priority. Identify and responds to them in a timely and effective manner. Anticipates and prevents delays or other things that can keep customers informed about the status of pending actions and inquires about customer satisfaction with products.
- ☐ Decision Quality - Gathers enough information to allow a trustworthy assessment of risks and benefits of all decisions. Stays focused on objectives and considers both the short-term and longer-term impact of decisions throughout the process.
- ☐ Dependability - Makes and fulfills commitments. Has established a pattern of working independently, meeting accepting responsibility for his or her actions. Willingly makes promises and fully intends to keep them. Arrives contribute. Shows up for meetings well-prepared.

15

Click "Employee Comments: if you want to add comments based on your selected elements for growth"

Catalogs >

S >

stration >

to particular individuals.

☐ Initiative - Recognizes opportunities and initiates actions to capitalize on them. Looks for and demonstrates this characteristic when it comes to generating new ideas or processes, capitalizing on increasing responsibility or resolving problems as they occur. Uses sound judgment and guidance or permission.

☐ Leadership - Articulates a vision that others choose to follow. Models behaviors expected of others in challenging tasks and projects.

☐ Planning - Develops the steps necessary to accomplish long-term goals. Identifies long-term goals and reach them. Allocates required resources, allows for contingencies and ensures that plans milestones to measure progress along the way.

☐ Relationship Building/Networking - Builds rapport and develops alliances with a broad range of individuals at various organizational levels and to meet the needs of clients, customers, for others, as well as by highlighting common interests and aspirations. Leave others feeling valued in ways that reinforce that trust over time.

Employee Comments:

Step 3: Way Forward

The "Way Forward" is a short narrative summarizing the future direction of job. Examples of information to include are: continue on the current path, move to new goals, how to capitalize on your strengths.

Way Forward: Employee Comments

16

Click "Way Forward: Employee Comments". Voluntary section but can be used to share with your supervisor of your career aspirations or strengths you would like them to know about and utilize in your role or any other comments you would like to share with your Supervisor related to you and your role or future.

frontline education
I rights reserved

Way Forward: Employee Comments

Step 3: Way Forward

The "Way Forward" is a short narrative summarizing the future direction of job. Examples of information to include are: continue on the current path, move to new goals, how to capitalize on your strengths.

Submit Save Save & Notify Reset

17

Click here to submit to your Supervisor once you complete your goals. You may also save draft, save and notify your supervisor, reset, or print.

Employee Comments:

abc [font dropdown] B I U A⁺ A⁻ A [color dropdown] ab [background color dropdown] [bulleted list] [numbered list] [link] [undo] [redo]

Step 3: Way Forward

The "Way Forward" is a short narrative summarizing the future direction of job duties, behaviors, and goals. Examples of information to include are: continue on the current path, move to plan B, learning/education goals, how to capitalize on your strengths.

Way Forward: Employee Comments

abc [font dropdown: Tahoma] B I U A⁺ A⁻ A [color dropdown] ab [background color dropdown] [bulleted list] [numbered list] [link] [undo] [redo]

[Submit] [Save] [Save & Notify] [Reset] [Print] [Comment]