

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.