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| --- | --- | --- | --- | --- |
| Employee Name: |  |  | Meeting Date: |  |
| Job Title: |  |  | School Year: |  |
|  |
| During the formative and summative evaluation meetings, the employee will have the opportunity to share with the evaluator progress toward the goals set at the beginning of the year. A good starting place for setting goals is to consider your accountabilities to support the goals for your school, department or the district, growth areas from previous evaluations, and what responsibilities make up the bulk of your work. Create goals that are related to your School Improvement Plan, department’s success, and/or the [District Strategic Plan](http://www.fwps.org/Page/3888).You may set up to three goals. The template below is designed to help you to create goals. |
| ***GOAL TEMPLATE*** |  |
| Strategic Plan Goal: | *What Strategic Plan Goal is aligned to your professional goal?* |
| Professional Goal:Actions: | *After completing a self-assessment using your evaluation and rubric (rubric as applicable), identify a skill, strategy, and/or behavior that is required for you to successfully grow your work performance.* *What specific actions are required to achieve your goal?*  |
| Indicators of Success: | *How will you know you are successful (what metrics will you use – qualitative and/or quantitative)?*  |
| Resources and/or Support Needed: | *What resources and/or support will you need to accomplish your goal?*  |
|  |
| ***GOAL #1*** |  |
| Strategic Plan Goal: |  |
| Professional Goal:  |  |
| Actions: |  |
| Indicators of Success: |  |
| Resources and/or Support Needed: |  |
|  |
| ***GOAL #2*** |  |
| Strategic Plan Goal: |  |
| Professional Goal: |  |
| Actions: |  |
| Indicators of Success: |  |
| Resources and/or Support Needed: |  |
| ***GOAL #3*** |   |
| Strategic Plan Goal: |   |
| Professional Goal:  |  |
| Actions: |  |
| Indicators of Success: |  |
| Resources and/or Support Needed: |  |