



Valley School District

Classified Employee Professional Goals and Feedback Worksheet

Date _____

Employee _____ Dept./School _____ Supervisor _____

PURPOSE

In order to maximize classified employee job satisfaction and engagement, the Valley School District will implement a process to provide individual professional goal setting, ongoing reflection, mutual feedback between employees and supervisors, and acknowledgement of development and improvement.

GOAL SETTING

Performance Goal

In order to support our department/school Continuous Improvement Goal, I will:

Performance Action Plan

These are the actions I will take to achieve this goal (preferably stated month by month):

Performance Supervisor Support (fill out this section while meeting with your supervisor)

To support attaining this goal, my Supervisor will:



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Development Goal

In order to expand or deepen my individual capabilities to perform my current assignment and/or prepare for advancement, I will:

Development Goal Action Plan

These are the actions I will take to achieve this goal (preferably stated month by month):

Development Goal Supervisor Support (fill out this section while meeting with your supervisor)

To support attaining this goal, my Supervisor will:



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MID-YEAR REFLECTION

Date _____

Employee _____ Dept./School _____ Supervisor _____

Performance Goal

Progress and Adjustments:

Mutual Feedback:

Development Goal

Progress and Adjustments:

Mutual Feedback: