SEDONA-OAK CREEK
UNIFIED SCHOOL DISTRICT

EMPLOYEE:

DATE:

STEP 1: Identify your goals.
Goals should be measurable and support our strategic priorities.
Goal examples:
- I will improve communication by creating a bi-weekly autodial with upcoming events.
- I will improve cleanliness by checking in with teachers weekly to identify areas in need of special attention/deep cleaning.
- I will support special education students by arriving 5 minutes early every day to prepare and troubleshoot potential issues.

STRATEGIC PRIORITIES:
PRIORITY 1: High Student Achievement
PRIORITY 2: Positive, Safe & Healthy Environment
PRIORITY 3: Highly Performing & Supported Staff
PRIORITY 4: Effective Communication
PRIORITY 5: Effective Use of Resources

GOAL 1:	
Which strategic priority does this goal support?	
What evidence will prove you've met this goal?	

GOAL 2:	
Which strategic priority does this goal support?	
What evidence will prove you've met this goal?	

GOAL 3:	
Which strategic priority does this goal support?	
What evidence will prove you've met this goal?	

Employee Signature: _____

Supervisor Signature: _____

STEP 2: Evaluate Goal Progress- Employee Review
 Evaluate the extent to which the goal was met. Please provide speific evidence to support your evauation.

GOAL 1:	
Was this goal met?	Not at all 1 2 3 4 5 Completely
What evidence supports this?	

GOAL 2:	
Was this goal met?	Not at all 1 2 3 4 5 Completely
What evidence supports this?	

GOAL 3:	
Was this goal met?	Not at all 1 2 3 4 5 Completely
What evidence supports this?	

STEP 3: Evaluate Goal Progress- Supervisor Review
 Evaluate the extent to which the goal was met. Please provide speific evidence to support your evauation.

GOAL 1:	
Was this goal met?	Not at all 1 2 3 4 5 Completely
What evidence supports this?	

GOAL 2:	
Was this goal met?	Not at all 1 2 3 4 5 Completely
What evidence supports this?	

GOAL 3:	
Was this goal met?	Not at all 1 2 3 4 5 Completely
What evidence supports this?	

Employee Signature: _____

Supervisor Signature: _____

Goal Evaluation Tool

Scoring Worksheet <u>Sample</u>	
Goal 1: (1-5)	3
Goal 2: (1-5)	4
Goal 3: (1-5)	2
	9 Total

Please input scoring from Step 3 - Supervisor Review below:
Goal 1: (1-5)
Goal 2: (1-5)
Goal 3: (1-5)
Total

Merit Incentive based on Supervisor Review (Stipend)		
Scoring Guide:	6-8	2%
	9-11	3%
	12-15	4%

Employee Signature:_____Date:_____

Supervisor Signature:_____Date:_____