

GOAL SETTING WORKSHEET FOR ALL FACULTY AND STAFF

NAME	Name of School
POSITION	DATE

Purpose: goal setting enhances exchange of information about accomplishments and areas of growth. It assists the principal in assessing individual performance. It can also help to:

- Ensure support for the mission and philosophy of _____ Catholic School:
(Type your mission and philosophy here)

- Assessment tool of employee
- Improve the instructional program
- Identify professional growth needs and deficiencies for removal.
- Identify effective personnel and encourage their retention

List two or three of your major strengths:

1. _____

2. _____

3. _____

Identify at least one (1) spiritual goal and at least one (1) professional goal you would like to accomplish this year:

Spiritual Goal(s)	
1. _____ _____	
2. _____ _____	
Objective: How will I meet this goal? What steps will I take? _____ _____ _____ _____	
Criteria for evaluating this goal: (How will I know if the goal is attained?) _____ _____ _____	

Professional Goal(s)

1. _____

2. _____

Objective: How will I meet this goal? What steps will I take?

Criteria for evaluating this goal: (How will I know if the goal is attained?)

This is to certify that we have read and discussed the above information.

Teacher's Signature

Date

Principal's Signature

Date