



Goal Setting Process

Each manager will be responsible for developing mutual goals with all employees.

These goals shall provide direction for employee growth and development and will become part of their evaluation document.

Managers will be responsible for the following process:

1. Hold staff goal-setting in service before November 1st. During this session refer to the district's mission statement and strategic plan to discuss possible department-wide and/or personal goals.
2. Hold goal setting conferences with each employee and complete the goals, objectives and 1:1 administrative assistance sections of form CE-I. The employee and manager must sign and date this document.
3. In the event that goals cannot be mutually agreed upon, the employee may submit a written appeal to his/her evaluator. If an agreement still cannot be reached, the employee may then submit a written appeal to the next administrative level(s). If there is still no agreement, the employee may submit a written appeal to the Deputy Superintendent.
4. Established goals may be mutually revised throughout the year.
5. Periodic reviews of the employee's progress may be held as necessary.



PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT
CLASSIFIED EMPLOYEE GOAL SETTING FORM

NAME: _____ CLASSIFICATION: _____
LOCATION: _____ DATE OF NOTIFICATION: _____
PROBATIONARY ANNUAL ON/OFF CYCLE: _____ EVALUATOR: _____
HIRE DATE: _____

GOAL SETTING: _____ CONFERENCE DATE: _____

(To be completed with supervisor during goal-setting conference)

Goals are to be based on the evaluation criteria, established by mutual agreement and developed to assist the employee in current position (please list a minimum of 1; maximum of 3).

Goal(s) for this period:

Objectives (How do you plan to implement this goal or goals):

Administrative assistance to employee in meeting goal(s) and objectives:

Employee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

Periodic Review (Optional)

Employee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____