**Ranger College**

*FULL-TIME Employee Goal Setting and Professional Development Document*

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| Employee | Title |
| Department | Initial Submission Date |
| Appraiser  | Appraisal Year  |

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| --- | --- | --- |
| *Initial Conference Date* | *Appraiser Initials* | *Employee Initials* |

SMART Goal Dimensions:

1. Professional Demeanor and Ethics
2. Activities Aligned to Strategic Plan
3. Activities Aligned to Department/Division Goals/ Student Learning Outcomes
4. College/ Community Involvement

**Part I: Data Analysis and SMART Goal Setting.**

**Professional Goals:**

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| **SMART Goal***(What do you want to achieve?)* **Dimension***(What is/are the correlating dimension(s)?*  | **Actions***(How will you accomplish the goal?)*  |  **Targeted Completion Date***(When do you anticipate your goal will be met?)*  |  **Evidence of Goal Attainment** *(How will you know your goal has been met? How will you know whether it has impacted student/college success/improvement?)* |
| *SMART Goal 1:*  |  |  |  |
| *SMART Goal 2:*  |  |  |  |
| *SMART Goal 3:* |  |  |  |

A **SMART** Goal is **S**pecific, **M**easurable, **A**chievable, **R**ealistic, & **T**ime-bound

**Part II: Mid-year Conference.** *This section is completed at the start of the spring semester.*

1. Identify the evidence of goal attainment/progress, including the impact on the college/division.
2. Identify the professional development participation connections for this goal.
3. What, if anything, would you have done differently? How will you extend this goal/learning?

*Mid-year Conference Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appraiser Initials \_\_\_\_\_\_\_ Employee Initials \_\_\_\_\_\_\_\_*

**Goal 1 -**

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**Goal 2 -**

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**Goal 3 -**

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**Part III: End of year Conference.**

***Goal Setting and Professional Development Cycle of Continuous Improvement: Be prepared to discuss target areas for continued professional growth and new goals for next year.***

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| --- | --- |
| **Goal Report***What happened well/what could have gone better*  | **Actions***What new goals or actions came as you worked to accomplishing this goal? What are some new goals you would like to work towards next year* |
| *Goal 1:*  |  |
| *Goal 2:*  |  |
| *Goal 3:*  |  |

End-of-Year Conference Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appraiser’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_