



WEST VIRGINIA DEPARTMENT OF EDUCATION
GOAL SETTING & ACCOMPLISHMENT WORKSHEET

Employee Name: _____ Supervisor Name: _____
Job Title: _____ Goal(s) for Period Ending: _____

GOAL 1

Activity(ies) Established to Accomplish Goal 1	Timeline(s)	Accomplishment(s)	Date Completed
Activity 1.1			
Activity 1.2			
Activity 1.3			
Activity 1.4			

GOAL 2

Activity(ies) Established to Accomplish Goal 2	Timeline(s)	Accomplishment(s)	Date Completed
Activity 2.1			
Activity 2.2			
Activity 2.3			
Activity 2.4			

GOAL 3

Activity(ies) Established to Accomplish Goal 3	Timeline(s)	Accomplishment(s)	Date Completed
Activity 3.1			
Activity 3.2			
Activity 3.3			
Activity 3.4			

GOAL 4

Activity(ies) Established to Accomplish Goal 4	Timeline(s)	Accomplishment(s)	Date Completed
Activity 4.1			
Activity 4.2			
Activity 4.3			
Activity 4.4			

Signature of Supervisor: _____ Date: _____ Signature of Employee: _____ Date: _____

Signatures certify that this WVDE Goal Setting & Accomplishment Worksheet has been reviewed and a copy has been provided to the employee.