



**WEST VIRGINIA DEPARTMENT OF EDUCATION  
GOAL SETTING & ACCOMPLISHMENT WORKSHEET**

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

**GOAL 1**

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

**GOAL 2**

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

**GOAL 3**

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

**GOAL 4**

<b>Activity(ies) Established to Accomplish Goal 4</b>	<b>Timeline(s)</b>	<b>Accomplishment(s)</b>	<b>Date Completed</b>
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.