

**UMATILLA-MORROW HEAD START, INC.  
Professional Success Plan**

Staff Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ Hire Date: \_\_\_\_\_ Date: \_\_\_\_\_

Current Degree: \_\_\_\_\_ Related Field: Yes  No  Currently Enrolled in Degree Program? Yes  No

Plans to Complete Degree Program by \_\_\_\_\_

**Select at least one strength to continue to build upon, at least one area to develop that is critical to your performance, and one personal goal. Attach another sheet if needed.**

<b>Success Goals</b> (What do you need to do this year to work toward your goals? Be specific.)	<b>Relationship of goal to the agency's and/or position's goals.</b> How does the help the agency's goals and/or your position?	<b>Activities</b> What specific tasks/activities will you do to help reach your goal?	<b>Resources needed</b> (Manager coaching, other people, tools, funding)	<b>Supervisor:</b> How will you help employee achieve their goal?	<b>Target Dates</b> When will you start/stop and complete each action?	<b>Key Learning and Application</b> What insight did you gain and how did you apply it on the job?
<b>Goal #1:</b>					<b>Deadline</b>	
					<b>Date Reviewed</b>	
					<b>Date completed</b>	
<b>Goal #2:</b>					<b>Deadline</b>	
					<b>Date Reviewed</b>	
					<b>Date completed</b>	
<b>Goal #3:</b>					<b>Deadline</b>	
					<b>Date Reviewed</b>	
					<b>Date completed</b>	

Required Items	Target Completion Date	Date Completed	Documentation Received	
			Yes	No
Family Engagement/Social Service Training				
Motivational Interviewing				
CPR				
First Aid				
Food Handler's				
Criminal History				
Other:				
Other:				
Other:				
Other:				

Completed by:

\_\_\_\_\_  
Staff Signature and Date

\_\_\_\_\_  
Supervisors Signature and Date

Reviewed and Approved by:

\_\_\_\_\_  
Component Director's Signature and Date

\_\_\_\_\_  
Human Resources' Director and Date