**S.M.A.R.T. Goal Worksheet (a component of the Evaluation Planning Process)**

► Purpose of plan:

* Review the Employee Position Description
* Review Evaluation Values and Characteristics
* Discuss and Input the Year’s Goals (which will populate into the year-end Evaluation)

► **OVERVIEW of s.m.a.r.t. goals**

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| goal | specific | measurable | achievable | relevant/ results focused |
| Instructions:   1. Complete each of the SMART components. 2. Give each goal a summary name (i.e. Budget, Banner Training, Customer Service, etc.) 3. Combine the SMART components into a goal statement in this column. | Goal should be simplistically written and clearly define what is going to be done. | Goals should be measurable so that there is tangible evidence of accomplishment. Establish concrete criteria for measuring progress toward the attainment of each goal. Generally there is a measure for the goal, but there may be shorter-term or smaller measurements built-in. | Goals should be achievable. Ask, “With a reasonable amount of effort and application can the objective be achieved?” A goal can be both high and achievable. (achievable motivates; impossible de-motivates!) | Goals should include, where possible, projected time-lines, dates of achievement and accomplishment. |
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The concept of developing S.M.A.R.T. goals is important for the actual accomplishment of individual goals. Individual goals may be linked to department, division, and College goals. Developing S.M.A.R.T. goals can assist in ensuring clear communication between employees and supervisors so there are no surprises during annual performance evaluations.