

S.M.A.R.T. goals should be developed through an interactive discussion between the employee and supervisor to ensure they align with those of the University, college/division, department, and/or unit.

S	SPECIFIC	<ul style="list-style-type: none"> ➤ The goal clearly defines the outcomes to be delivered, with any necessary interpretation by the employee and manager in advance. ➤ Although specific tasks can be included in the description, the emphasis should be on the overall deliverable or end-product.
M	MEASURABLE	<ul style="list-style-type: none"> ➤ The goal is quantified or an indicator of progress is presented. ➤ Consider how you will know that this goal has been accomplished and/or how the goal can be measured? ➤ You may use quantitative metrics, such as customer satisfaction, or qualitative outcomes, such as compliance requirements.
A	ATTAINABLE	<ul style="list-style-type: none"> ➤ The employee has the resources (time, access to people and data, tools, etc...) to achieve the goal. ➤ If a goal is too easy to achieve, it may not be an effective goal. Simultaneously, the outcome should not be unrealistic. ➤ Consider what level of outcome would not be value-added (too small of a stretch for the employee) and what would be unattainable (too big of a stretch for the employee).
R	RELEVANT	<ul style="list-style-type: none"> ➤ The goal addresses work and results that clearly align with the goals of the unit, department, college/division and/or University. ➤ There are many projects that employees could accomplish and many goals that could be achieved; consider what is relevant and necessary.
T	TIME-BASED	<ul style="list-style-type: none"> ➤ The goal clearly specifies a delivery or completion date. ➤ Consider if it is reasonable for this goal to be completed in the current performance cycle. ➤ What deadlines and/or key milestones can be defined to measure progress?

S.M.A.R.T. Goal Development Worksheet

SPECIFIC What is to be accomplished? What are the outcomes?	
MEASURABLE What data can be used to define success?	
ACHIEVABLE Is this goal challenging, but realistic?	
RELEVANT Does this goal align with broader goals/needs?	
TIME-BASED What are the deadlines and/or milestones?	

SMART GOAL:

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