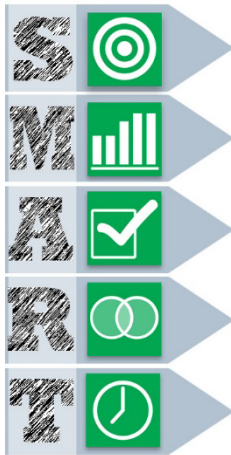


Setting Goals Using the SMART Acronym



SPECIFIC: A goal that is too general will make it difficult to ensure that both employee and supervisor have a shared understanding of what needs to be accomplished.

MEASUREABLE: How will you know if the goal has been achieved?

ACHIEVABLE: Make sure the goal is realistic.

RELEVANT: The goal should fit with the employee's job description and the department's mission.

TIME-BOUND: Is this a one-time occurrence or recurring? How often? When will this goal need to be accomplished?

Here is a sample goal that is not SMART.

"Ensure timely updates of the department calendar."

This goal does not meet the SMART criteria. What does "timely" mean? How can the employee and supervisor know that they have a shared understanding? How will the employee or supervisor know if the employee has met this goal?

Remember! **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-bound

This revised goal is SMART.

"Thursday of every week, publish all events that have been submitted for the following week on the department's calendar."



SPECIFIC: At a specific time, each week, a specific action will happen.

MEASUREABLE: Are updates being published on schedule? Because the criteria is so specific, this can be answered with a "yes" or "no."

ACHIEVABLE: Are weekly updates too frequent given the employee's workload and the time required to complete the updates? Note the opportunity for discussion/questions. For example, what happens if nobody submits events?

RELEVANT: The goal falls within the employee's key responsibilities.

TIME-BOUND: The goal is recurring on a weekly basis until the employee's next review.