


ANNUAL PERFORMANCE EVALUATION CYCLE		(Dates From/To):		to	
Dept. Name:		Employee Name:			
Supervisor Name:		Employee ID:			
Supervisor Title:		Employee Title:			

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?

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

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

SMART GOAL:

SIGNATURES FOR ANNUAL PERFORMANCE EVALUATION

Supervisor:		Date:	
Employee:		Date:	