Use the SMART goal model, as outlined on the Goal Worksheet, to assist employees with writing more effective goals:

S	Specific	Desired outcome or results are clearly defined
M	Measureable	Accomplishment of the outcome can be charted and/or behavioral elements observed
A	Achievable	Goal is challenging but realistic
R	Relevant	Goal is in line with team/division/university objectives and direction
T	Time-bound	Dealines are set for accomplishment

Performance Goals help employees:

- know what is expected of them
- take responsibility for their performance
- see where their goals support organizational objectives
- direct efforts where they can do the most for their unit success
- find out how they are doing
- feel that their performance evaluations have an objective basis
- receive recognition for their accomplishments

Goals can be identified from the following sources:

- routine job functions (look at employee's position description)
- problem-solving issues (address known problems identified in organization)
- new innovative ideas
- individual employee development needs (skills, knowledge, experience)
- department or unit's objectives
- University mission and objectives

Goals and Action Plans are established and agreed upon by employee and supervisor. Resources (if necessary to achieve goal) are identified and approved in advance by the supervisor. A priority weight is assigned to the goals section of the Performance Review form (Section E) during the performance review conference. Progress is monitored and adjustments are made as necessary at the Interim Review meeting conference (link).

GOAL WORKSHEET

Name: **Position:**   **Review Period:**

S – Specific Goal	M- Measurable	A – Achievable	R – Relevant	T – Time Bound