Quick Reference: Setting Individual Performance Goals

Is the goal SMART?

Specific

• Is the goal explicit, clear and concise?

Measurable

• Does the goal clearly state the desired outcome (quantitative or qualitative)?

Action Oriented

• Does the goal include the actions necessary to achieve the desired outcome?

Realistic

• Is the goal challenging but attainable?

Time Bound

• Does the goal have a deadline and/or progress milestones?

Is the goal aligned with team, department and organizational goals?

University
Goals

Team/
Department
Goals

Individual
Goals

Have you considered different types of Goals?

Project Goal
- A specific usually one-time, project completed within the performance cycle, not an ongoing responsibility
- *Example:* Respond to needs of incoming students by providing an informative, accessible and welcoming new student orientaion by July.

Developmental Goal
- Focuses on employee development opportunity in response to identified business need.
- *Example:* Complete certification in new content managment system by June.

Job Goal
- Operationalizes key accountabilities of the position and details how will the work be done to meet or exceed expectations.
- *Example:* Facilitate assigned training programs to ensure that learning objectives are met as demonstrated by a rating of 3.5 or above on participant evaluations by June.

Notes: