Quick Reference: Setting Individual Performance Goals

Is the goal SMART?

<table>
<thead>
<tr>
<th>Specific</th>
<th>Is the goal explicit, clear and concise?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measurable</td>
<td>Does the goal clearly state the desired outcome (quantitative or qualitative)?</td>
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<tr>
<td>Action Oriented</td>
<td>Does the goal include the actions necessary to achieve the desired outcome?</td>
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<tr>
<td>Realistic</td>
<td>Is the goal challenging but attainable?</td>
</tr>
<tr>
<td>Time Bound</td>
<td>Does the goal have a deadline and/or progress milestones?</td>
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</table>

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

![Diagram showing alignment of goals from individual to organizational levels]
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 orientation by July.

### Developmental Goal
- Focuses on employee development opportunity in response to identified business need.
- *Example:* Complete certification in new content management 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: