

## SMART GOALS REFERENCE GUIDE

Setting goals and objectives is an important component to any good performance review. In an effort to increase the value of our performance review process and provide clear cut objectives for next year's review process, we are incorporating the use of **SMART** goals into this year's process.

Below you will find both an explanation of what a **SMART** goal is, along with an explanation of the steps involved in establishing one. Ideally, employees should include goals in their review covering both feedback items as well as specific projects.

What is a **SMART** goal?

A **SMART** goal is a very clear objective that will be accomplished in a defined time frame.

It is **(S)**Specific, **(M)**Measurable, **(A)**Attainable, **(R)**Relevant, and **(T)**Time Bound

What are the steps involved in establishing a **SMART** goal?

1. State the goal – what will be achieved?
2. Define why this goal is important or relevant – why is it important?
3. Identify the steps you will take to meet the goal – how specifically will you achieve the steps involved in the process?
4. Establish a time frame – what is the specific time that this will be accomplished?
5. Define how you and your manager will determine that you have achieved the goal – how will you decide that the goal has been met?

If you require additional guidance or clarification on this process, please contact Lori Chlad x7411.