



OKLAHOMA CITY
COMMUNITY COLLEGE

PHASE 1: WRITING SMART GOALS

An Informative Guide for Staff Members and Supervisors

The first phase of the Staff performance appraisal process is writing at least one SMART goal and reviewing applicable Core Competencies with your supervisor. A SMART goal is defined as being Specific, Measurable, Attainable, Relevant, and Timely.

Some questions to ask yourself as you are writing your SMART goal:

Specific – What do you want to accomplish? What is the purpose?

Measurable – Can you track the progress of the goal and measure the results in some way? How will you know when the goal has been achieved? How will the success/results of the goal be measured?

Attainable – Is the goal reasonable enough to be achieved in the timeframe allowed? Do you have all the tools and resources you will need to accomplish the goal?

Relevant – Is the goal tied directly to your job, your career, your department, and/or Oklahoma City Community College?

Timely – How long will it take you to accomplish this goal? Can the results be fully realized in the course of one performance evaluation period? What time limit have you set for yourself to achieve?

TYPES OF GOALS

Job-Related – These are connected to your specific job description and role.

Project-Related – These are connected to any assigned projects for the year.

Behavior-Related – These are connected to any personal behaviors such as communication, leadership, colleague/team interaction, etc.

Institution or Department-Related – These are connected to any current departmental goals for the year, or the current OCCC Strategic Plan.

Stretch-Related – These are connected to any challenging goals that will further develop your career and enhance your skills.



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Some final, helpful thoughts on writing your SMART goals:

- Decide which type of goal or core competency you want to use to write your SMART goal.
- Begin your thought process with a very general objective.
- Narrow your scope by defining the steps required to accomplish that goal, using the SMART acronym definitions.
- Refine the goal until it is as specific as possible, by considering things like; who will need to be involved, what the outcome should reveal/achieve, by what specific date will your goal be realized, and how you will know once you have accomplished the goal.
- The “Phase 1: Initial Planning Meeting” must be scheduled by the supervisor and completed before October 31.
- Once all the information is entered in the system, both the supervisor and Staff member will receive an email with the Phase 1 information included, from **appraisal_no-reply@occc.edu**.
- Set up a rule in Outlook using that email, to help keep track of each phase throughout the annual process, using the *P1-Setting Up A Rule In Outlook* document.