



OKLAHOMA CITY
COMMUNITY COLLEGE

PHASE 2: SMART GOAL REVISION FORM

An Informative Guide for Staff Members and Supervisors

The second phase of the Staff performance appraisal process is the Mid-Year Review. This phase includes an opportunity for Staff members to revise their original goals if necessary or appropriate. Supervisors will schedule the Mid-Year review meetings with Staff members before **January 31**. If there is a desire by either the supervisor or the Staff member to revise any of the initial SMART goals ahead of that meeting, you can use this form in preparation for that discussion. Here's how:

- If you have had a change in supervisor or role(s) after your goals were written and submitted, you should use this opportunity to review and develop goals that are more closely aligned with your updated responsibilities.
- Access your goals from the initial plan. (This will be found in an e-mail received from **appraisal_no-reply@occc.edu**. It will be in your "performance appraisal" folder if you have set it up. If not, you can search your emails or you can request that your supervisor send it to you.)
- Print this form and write any original goals, then their revisions. Take this form with you to your Mid-Year Review meeting for discussion with your supervisor.

Original Goal	Revised Goal



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Continued: If additional space for goal revision is necessary

Original Goal	Revised Goal