



OKLAHOMA CITY  
COMMUNITY COLLEGE

# PHASE 3: SMART GOAL REVISION FORM

## An Informative Guide for Faculty Members

The third phase of the Faculty performance appraisal process is the Mid-Year Review. This phase includes an opportunity for Faculty members to revise their original goals if necessary or appropriate. Supervisors will schedule the Mid-Year review meetings with Faculty members before January 31. If you wish to revise any of your 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