SMART
Goals

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Agenda

Defining SMART goals

How to write SMART goals

SMART goals & performance appraisals

Why Set Goals?

- Increase commitment & motivation

- Invest in job & career

- Keep track of accomplishments

Performance Appraisals & SMART Goals

Performance Appraisal Timeline

July 1 – August 15 Initial Performance Meeting	Supervisors meet with employees Discuss performance Write/Solidify goals
Before Winter Break Mid-Year Review	Discuss performance Adjust goals
Late April Employee Goal Assessment	Employees complete assessment of goals & accomplishments
May 1 – June 1 Final Performance Meeting	Supervisor & Employee meet Review performance evaluation rating & discuss goal achievement and accomplishments

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SMART Goals

SMART Acronym

Specific

Who?

What?

Where?

When?

Why?

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Measurable

From ⟷ To

Trackable progress

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Attainable

How?

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Relevant

Your Goals

OCCC's Goals

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Timely

Writing SMART Goals

Template

Examples

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Context

- Collaboratively written with supervisor & employee
- Related to job, department, and OCCC strategic plan
- Flexible to account for changing conditions

SMART Goal Template

_____ & _____

What you will do   When you will do it by

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Examples

Goal

- I will create training.

SMART Goal

- I will create a 4 –week foundational supervisory training program by August 1st, 2021.

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Examples

Goal

- I will learn excel.

SMART Goal

- I will learn how to create graphs on excel at the end of one month by studying and practicing making graphs for 1 hour a week.

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Examples

Goal

- I will attend training provided by the college.

SMART Goal

- I will attend at least 4 trainings offered by OCCC this year.

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Examples

Goal

- I will meet with my direct reports consistently.

SMART Goal

- I will schedule a 10-minute check-in with my direct reports weekly.

Common Types of Goals

Job related

Project related

Behavioral

"Stretch"

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Job Related Goals

A goal related to job description

Example: To decrease new employee orientation presentations from 3 hours to 2.75 hours within 3 months.

Answer two questions:

- What's the current state?

- What do you want the future state to be?

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Project Goals

A goal related to project completion

Example: I will create a 4-week foundational supervisory training program by August 1st, 2021.

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Additional Details:

- Start & end date
- Deliverables in timeline
- Expected outcomes
- Review process

Behavioral Goals

A goal related to behavior (e.g. communication)

Example: I will attend professional development on public speaking to prepare for my next big presentation in 6 months.

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Answer these questions:

- What behavior do I want to improve?

- Is there professional development on it?

"Stretch" Goals

Challenging goals to inspire maximum growth

Example: Create a proposal for virtual self-directed learning option by May 1st.

Answer these questions:

- How do I want to develop in my career?

- What skills do I need to do that?

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Performance Appraisals & SMART goals

- Goal setting included
- Collaborative process
- Employee assessment of goals
- Supervisor's review & evaluate employee achievement of goals

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Goal Revision

Original: I will create a 4-week foundational supervisory training program by August 1st, 2021.

Revised: I will implement a 9-week foundational supervisory training program by September, 2021.

Goal Assessment

I will implement a 9-week foundational supervisory training program by September, 2021.

Did I meet the goal? Why or why not?

Not meeting the goal is **okay.** We want to reflect on why.
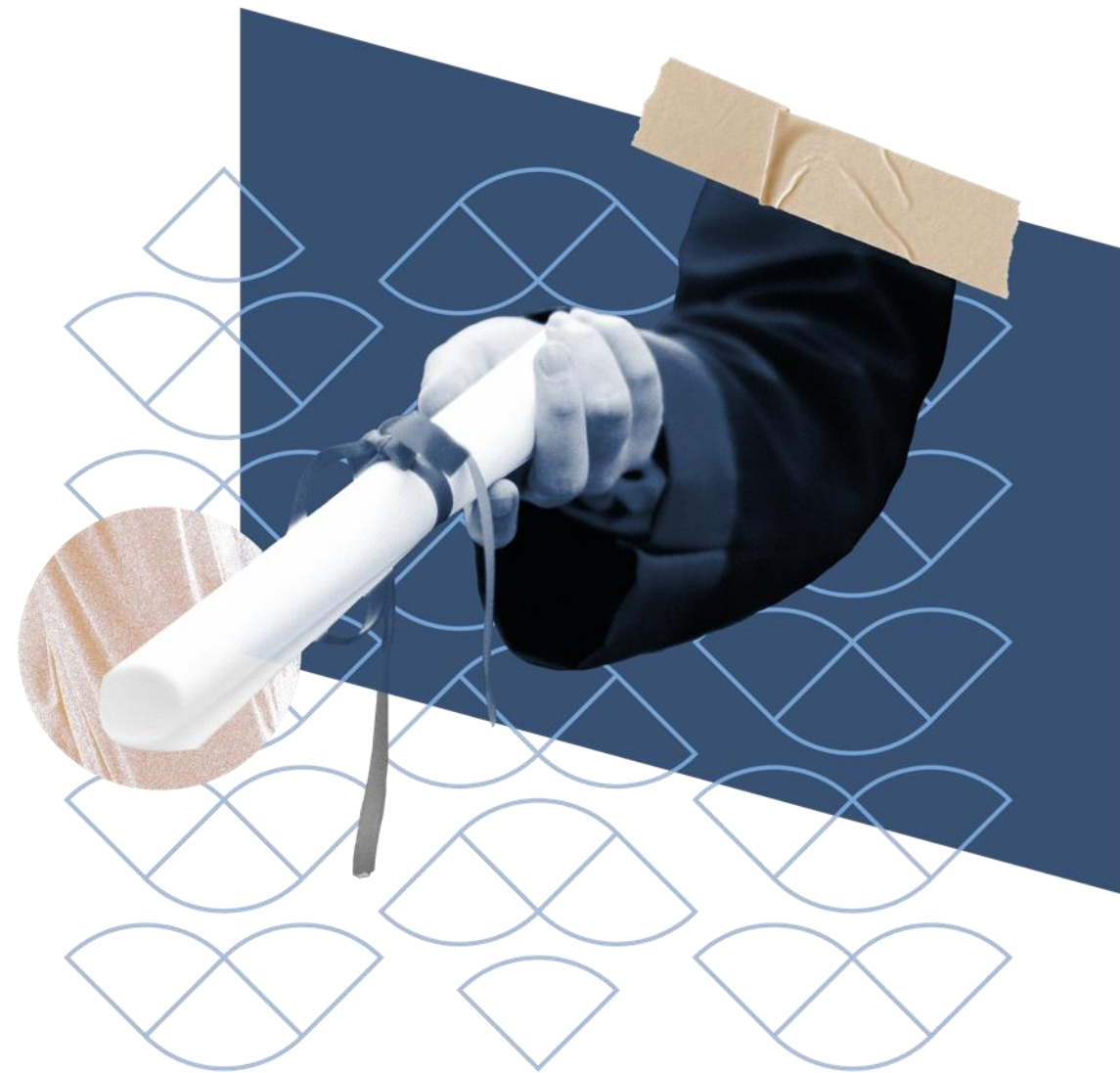
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Activity: Writing a SMART goal

Write up to 4 SMART goals you could accomplish in the next year.

Tip: Start general and then revise for specifics.

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Final Tips

- Goals can involve things you're currently working on

- Ask employees to think of goals ahead of initial meeting

- Keep a physical copy of your goals & review them

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Questions & Contact

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