

SMART Goals

Writing and evaluating SMART goals is part of the collaborative performance appraisal process between a supervisor and an employee.

Performance Appraisal Timeline

July 1 – August 15

Initial Performance Meeting Supervisors & employees meet to:

- Discuss core competencies and expectations
- Write SMART goals

Late April

Employee Goal Assessment Employees will:

- Reflect and assess the achievement of their goals, strengths, areas of improvement, and significant accomplishments

Before Winter Break

Mid-Year Review: Supervisors & employees meet to:

- Discuss core competencies & expectations
- Adjust SMART goals

May 1 – June 1

Final Performance Meeting Supervisors & employees meet to:

- Review performance evaluation scores, discuss growth and achievements

SMART Goals

SMART is a framework for writing measurable goals.

Specific	What do you want to accomplish? When will it be done? What is the purpose?
Measurable	Can you track the progress and measure the outcome? How will you know the goal is accomplished?
Attainable	Is the goal reasonable enough to be accomplished in the timeframe you've selected? Do you have the resources to accomplish the goal?
Relevant	Is the goal related to your job, your career, your department, OCCC?
Timely	Have you put a time limit on achieving this goal?

Common Types of Goals

Job Related: Connected to your job description. For example: To decrease student wait time for writing tutoring by 5 minutes.

Project Related: Connected to project completion. For example: to re-design and update my Communications class curriculum by August 2022.

Behavioral: Connected to behaviors such as communication, leadership, etc. For example: Increase my collaborative skills by joining and participating on a campus committee.

“Stretch”: Challenging goals that develop your career. For example: Develop a monthly Poetry night and volunteer to lead its marketing and coordinating efforts.

SMART Goal Template

&

What you will do

When you will do it by

Activity: Writing SMART Goals

Write up to 4 SMART goals (one for each type of goal) you could accomplish in the next year.

Tip: Start with a general goal statement, and then make it more specific and measurable in revision. Feel free to change the type of goal to suit your needs.

Type of Goal	General Goal Statement	Revised Goal Statement (SMART)
Job Related		
Project Related		
Behavior Related		
"Stretch"		

Tips for Supervisors Facilitating Goal Writing:

- Send this SMART goal document to your employees
- Ask employees to come to the initial performance meeting with some goals in mind then solidify them together
- Host a department meeting with the explicit purpose of goal writing together then in your initial performance meeting with each employee, solidify them together
- Collaboratively write the goals in your first meeting together