



SMART Goals

Instructions

You can use this Template to develop performance goals that align with your organizational strategies and initiatives.

1. Identify the purpose of the goal.
2. Use the SMART goal framework to craft a clear performance goal.
3. Write the finalized performance goal as a statement, indicating the desired Level of Performance.

Performance Goal Template

Purpose of Goal (select one):

- | | |
|--|--|
| <input type="checkbox"/> Correct performance that fails to meet expectations in some part. | Surpass current performance by: |
| <input type="checkbox"/> Continue consistently good performance. | <input type="checkbox"/> applying new competencies. |
| | <input type="checkbox"/> developing a new specialty. |
| | <input type="checkbox"/> working on a new project. |
| | <input type="checkbox"/> creating a new process, function, or program. |

Level of Performance (select one for each state):

	Current State:	Desired State:
Unsatisfactory: This level represents performance that fails to meet job requirements, even after appropriate counsel and support, and may require significant improvement to align with organizational expectations.	<input type="checkbox"/>	<input type="checkbox"/>
Needs Improvement: Employees at this level inconsistently meet milestones and may require ongoing support and development to consistently align with organizational goals and priorities.	<input type="checkbox"/>	<input type="checkbox"/>
Proficient: At this level, employees contribute to the organization's initiatives, goals, and priorities through ideas, work products, or influence, consistently meeting job requirements and expectations.	<input type="checkbox"/>	<input type="checkbox"/>
Skilled: This level recognizes employees who frequently present ideas or work products that have a catalytic impact on the organization's initiatives, goals, and priorities, often requiring little or no additional support or guidance.	<input type="checkbox"/>	<input type="checkbox"/>
Distinguished: Employees at this level consistently make extraordinary contributions to the organization, leading and driving significant initiatives, demonstrating exceptional foresight, and serving as role models for their colleagues. Their work significantly elevates the organization's success and mission.	<input type="checkbox"/>	<input type="checkbox"/>



Development of Goal (use the SMART goal framework below to craft a clear performance goal):

<p>Specific</p> <ul style="list-style-type: none"> - Indicate the Purpose of the Goal. - Define what is to be achieved in sufficient detail (e.g., outcomes, deliverables). - Indicate the desired Level of Performance for this goal: what does it look like? 	
<p>Measurable</p> <ul style="list-style-type: none"> - Define how progress toward the goal will be measured (e.g., quantitative or qualitative metrics) - Define how success will be measured (e.g., quantitative or qualitative metrics) 	
<p>Achievable</p> <ul style="list-style-type: none"> - Indicate the current and desired Levels of Performance for this goal. - Ensure goal represents a significant challenge, yet is attainable (e.g., is within scope of role & PD). - Identify factors outside of employee’s control and mitigation strategies (e.g., training). 	
<p>Relevant</p> <ul style="list-style-type: none"> - Indicate how the goal contributes to organizational vision/mission/values, business needs, strategies, etc. 	
<p>Time-Bound</p> <ul style="list-style-type: none"> - Indicate dates of progress check-ins, deadlines. - Define milestones that progress towards the goal. - Ensure completion date is reasonable (with room for unexpected delays). 	

Goal Statement: (use the space below to write the finalized performance goal for this performance period. Please indicate the desired Level of Performance):