

SMART Goal Development Guide

Supervisors and employees can collaboratively use this 4-step guide to develop a high-quality individual development goal that is clearly understood, motivating, measurable, and aligned with the needs of both the department and the employee.

	Department Strategic Objective	Personal Development Objective										
<div style="background-color: #8B4513; color: white; padding: 10px; text-align: center; border-radius: 10px; width: 40px; margin: 0 auto;">1</div>	<p>Select one area of the department strategic plan that is relevant to the employee's performance</p>	<p>Select one area of personal development specifically desired by the employee</p>										
<div style="background-color: #8B4513; color: white; padding: 10px; text-align: center; border-radius: 10px; width: 40px; margin: 0 auto;">2</div>	<p>Aligned Individual Development Objective</p> <p>Consider the overlap between the department and personal development objectives identified in Step 1 and list one action or behavior that the employee can do that will benefit both objectives (use only one action or behavior per form)</p>											
<div style="background-color: #8B4513; color: white; padding: 10px; text-align: center; border-radius: 10px; width: 40px; margin: 0 auto;">3</div>	<p>SMART Goal</p> <p>Now that you identified the action or behavior, use the prompts below to build out a SMART goal to ensure best results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p>Specific</p> <ul style="list-style-type: none"> Exactly who... Is going to do exactly what? Where or under what context is this going to get done? </td> <td style="width: 50%;"></td> </tr> <tr> <td style="padding: 5px;"> <p>Measurable</p> <ul style="list-style-type: none"> To what level is this action or behavior going to get done? What percentage of accuracy? How many times will it happen? </td> <td></td> </tr> <tr> <td style="padding: 5px;"> <p>Attainable</p> <ul style="list-style-type: none"> Does this goal represent a challenging increase based on the employee's current performance? Based on current conditions and employee performance, is this goal realistic to achieve? </td> <td></td> </tr> <tr> <td style="padding: 5px;"> <p>Relevant</p> <ul style="list-style-type: none"> Does this goal align with both objectives in Step 1? </td> <td style="text-align: center; padding: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, review Step 2 to ensure goal is strategically aligned) </td> </tr> <tr> <td style="padding: 5px;"> <p>Time-bound</p> <ul style="list-style-type: none"> When will this goal be achieved? (due date) </td> <td></td> </tr> </table>		<p>Specific</p> <ul style="list-style-type: none"> Exactly who... Is going to do exactly what? Where or under what context is this going to get done? 		<p>Measurable</p> <ul style="list-style-type: none"> To what level is this action or behavior going to get done? What percentage of accuracy? How many times will it happen? 		<p>Attainable</p> <ul style="list-style-type: none"> Does this goal represent a challenging increase based on the employee's current performance? Based on current conditions and employee performance, is this goal realistic to achieve? 		<p>Relevant</p> <ul style="list-style-type: none"> Does this goal align with both objectives in Step 1? 	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, review Step 2 to ensure goal is strategically aligned)	<p>Time-bound</p> <ul style="list-style-type: none"> When will this goal be achieved? (due date) 	
<p>Specific</p> <ul style="list-style-type: none"> Exactly who... Is going to do exactly what? Where or under what context is this going to get done? 												
<p>Measurable</p> <ul style="list-style-type: none"> To what level is this action or behavior going to get done? What percentage of accuracy? How many times will it happen? 												
<p>Attainable</p> <ul style="list-style-type: none"> Does this goal represent a challenging increase based on the employee's current performance? Based on current conditions and employee performance, is this goal realistic to achieve? 												
<p>Relevant</p> <ul style="list-style-type: none"> Does this goal align with both objectives in Step 1? 	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, review Step 2 to ensure goal is strategically aligned)											
<p>Time-bound</p> <ul style="list-style-type: none"> When will this goal be achieved? (due date) 												
<div style="background-color: #8B4513; color: white; padding: 10px; text-align: center; border-radius: 10px; width: 40px; margin: 0 auto;">4</div>	<p>Finalized SMART Goal</p> <p>Write your finalized Individual Development Goal here including the SMART goal components from Step 3</p>											

For questions or consultation, contact: