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|  | 9 Walters Avenue, Unit 5075Storrs, CT 06029-5075Telephone: (860) 486-3034Fax: (860) 486-3160 |

 **SMART Goals**

**PLEASE NOTE: This form works best if you CLICK to go to each field vs. using the “tab” key. Also, when typing in a sentence or paragraph, the field will adjust itself accordingly.**

**Employee Information**

|  |  |
| --- | --- |
| **Employee Name (Last, First):** Click here to enter text.  | **Employee #:** Click here to enter text. |
| **Department:** Click here to enter text. | **Title:** Click here to enter text. |
| **Performance Period:** Click here to enter text. | **Manager Name:** Click here to enter text. |
| **Date:** Click or tap to enter a date. |  |

Add your goals to the following document using the SMART process. SMART stands for Specific, Measurable, Achievable, Relevant and Time-Bound. It is expected that each employee has at least three professional and achievable goals set for each calendar year.

**Professional Goal 1:**

|  |
| --- |
| **SPECIFIC** |
| **What goal are you trying to accomplish and why?** |
| Click or tap here to enter text. |
| **MEASURABLE** |
| **How will you know you have achieved your goal?** |
| Click or tap here to enter text. |
| **ATTAINABLE** |
| **What actions will you put in place to ensure you achieve this goal?** |
| Click or tap here to enter text. |
| **RELEVANT** |
| **How does this goal align with your role?** |
| Click or tap here to enter text. |
| **TIME-BASED** |
| **What is the timeline for achieving this goal?** |
| Click or tap here to enter text. |

**Professional Goal 2:**

|  |
| --- |
| **SPECIFIC** |
| **What goal are you trying to accomplish and why?** |
| Click or tap here to enter text. |
| **MEASURABLE** |
| **How will you know you have achieved your goal?** |
| Click or tap here to enter text. |
| **ATTAINABLE** |
| **What actions will you put in place to ensure you achieve this goal?** |
| Click or tap here to enter text. |
| **RELEVANT** |
| **How does this goal align with your role?** |
| Click or tap here to enter text. |
| **TIME-BASED** |
| **What is the timeline for achieving this goal?** |
| Click or tap here to enter text. |

**Professional Goal 3:**

|  |
| --- |
| **SPECIFIC** |
| **What goal are you trying to accomplish and why?** |
| Click or tap here to enter text. |
| **MEASURABLE** |
| **How will you know you have achieved your goal?** |
| Click or tap here to enter text. |
| **ATTAINABLE** |
| **What actions will you put in place to ensure you achieve this goal?** |
| Click or tap here to enter text. |
| **RELEVANT** |
| **How does this goal align with your role?** |
| Click or tap here to enter text. |
| **TIME-BASED** |
| **What is the timeline for achieving this goal?** |
| Click or tap here to enter text. |

**Professional Goal 4:**

|  |
| --- |
| **SPECIFIC** |
| **What goal are you trying to accomplish and why?** |
| Click or tap here to enter text. |
| **MEASURABLE** |
| **How will you know you have achieved your goal?** |
| Click or tap here to enter text. |
| **ATTAINABLE** |
| **What actions will you put in place to ensure you achieve this goal?** |
| Click or tap here to enter text. |
| **RELEVANT** |
| **How does this goal align with your role?** |
| Click or tap here to enter text. |
| **TIME-BASED** |
| **What is the timeline for achieving this goal?** |
| Click or tap here to enter text. |

**Professional Goal 5:**

|  |
| --- |
| **SPECIFIC** |
| **What goal are you trying to accomplish and why?** |
| Click or tap here to enter text. |
| **MEASURABLE** |
| **How will you know you have achieved your goal?** |
| Click or tap here to enter text. |
| **ATTAINABLE** |
| **What actions will you put in place to ensure you achieve this goal?** |
| Click or tap here to enter text. |
| **RELEVANT** |
| **How does this goal align with your role?** |
| Click or tap here to enter text. |
| **TIME-BASED** |
| **What is the timeline for achieving this goal?** |
| Click or tap here to enter text. |

**Signatures**

Employee should sign the SMART Goals Form following the review with the Manager. The employee’s signature acknowledges receipt of the agreed upon goals for the upcoming evaluation year.

**Manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**Employee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.