

Goal-Setting Form (Optional Template)

Employee's name: _____ Manager's name: _____

Performance period from: _____ to: _____

Review date: _____ Updated (if appropriate) _____

- In the space below, list four to six goals for the upcoming year. All goals should be **SMART**, **S** = Specific, **M** = Measurable, **A** = Attainable, **R** = Relevant, and **T** = Time-bound
- Goals should also incorporate the SMITH COMPETENCIES, as appropriate.
- Prompts for developing goals:
 - Are all expectations being met regarding the employee job description?
 - Is there a new technical skill needed in the department?
 - Is there a large event happening that needs special attention?
 - Would a professional development opportunity benefit the employee?