

Directions: At the top right of this page, enter the name of the staff member. In the space provided below, provide the goal statement – the title of the goal, and answer to the corresponding question for each element of the SMART goal. Then in the space for “SMART Goal Description” craft two or three sentences using the responses to the questions. Use one box for each goal. Draft a minimum of three (3) SMART goals. When finished go to page three.

SMART Goal Statement: In one sentence, broadly state the goal/objective.

S The goal should be simply written, well defined and clear. It is not a detailed list of how you’re going to meet a goal, but it should include answers to the basic “W” questions: Who, What, Where, When, and Why?

Exactly what do I want to accomplish?

M This is the source of information to measure or determine whether a goal has been successfully achieved. Sample data collection methods include reports, audits, tests, surveys, work product, or other document. Data types include, quality and accuracy rates, productivity rates, amounts produced, revenue generated, or customer satisfaction.

How will I measure my progress during and/or after?

A Identify the activity and the tools or the means by which the goal will be accomplished. Examples include taking a course, attending a conference, participating in an online training, or utilizing a coach/mentor. Also, identify what support you anticipate receiving from your supervisor to complete the goal (i.e. release time, registration costs, etc.)

What are the logical steps I need to take?

R Weigh the importance of completing the goal as it pertains to alignment with the objectives of your job, department/division, and University. Also, consider whether you have the prerequisite skills to complete the goal and if it is the appropriate time to complete the goal.

How is this in line with my job, my team’s, my department’s/division’s and Furman’s strategic plan and mission?

T Set a target date to complete the goal. If the goal is on-going for a period of weeks or months, define what should be achieved at designated points in the process (i.e. at the 30-day mark, at the 60 day mark).

When will I complete this goal?

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Category:

Weight:

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What to do with this form

The table below shows the goal statement, the SMART goal description, the category, and the weight of each goal drafted on pages one and two. After determining whether the staff member or the supervisor will enter the staff member goals, utilizing the instructions for **“How to View, Edit, and Add Goals”** (if you are the staff member) or **“How to Cascade Goals”** (if you are the supervisor), copy and paste all fields below but the weight into Workday. After the evaluation has been started by the supervisor, staff members may follow the instructions **“Step 3: Set Review Content (Identify SMART Goals)”** to pull the previously entered goals to the evaluation and provide the weight for the goal as recorded in the table below. Supervisors may follow the instructions **“Step 4: Set Review Content (Review Staff Member Goals)”** to review the staff member’s existing goals for accuracy and in particular, the weight of the goal. To access the instructions, log on to Workday, select the **Help** application, choose **Workday Training @Furman**, and enter the title of the desired instructions in the search bar at the top right.

Compilation of SMART Goals	
SMART Goal One	
SMART Goal Statement:	
SMART Goal Description:	
Category:	
Weight:	
SMART Goal Two	
SMART Goal Statement:	
SMART Goal Description:	
Category:	
Weight:	
SMART Goal Three	
SMART Goal Statement:	
SMART Goal Description:	
Category:	
Weight:	
SMART Goal Four	
SMART Goal Statement:	
SMART Goal Description:	
Category:	
Weight:	

Total Weight:

Weight of all goals shall not exceed 100