

Performance Feedback Form Goal Setting Checklist

When setting goals, consider whether your goal meets the following guidelines. See page two for SMART goal information.

✓ Individual Goal 1:

- Specific
- Measurable
- Attainable
- Relevant
- Time-Bound
- Accomplishment, not Activity
- Aligned: HSC strategic plan, departmental action plan, individual coaching plan

✓ Individual Goal 2:

- Specific
- Measurable
- Attainable
- Relevant
- Time-Bound
- Accomplishment, not Activity
- Aligned: HSC strategic plan, departmental action plan, individual coaching plan

✓ Individual Stretch Goal:

- Specific
- Measurable
- Attainable
- Relevant
- Time-Bound
- Accomplishment, not Activity
- Aligned: HSC strategic plan, departmental action plan, individual coaching plan
- Beyond current capability

✓ Collaborative Team Goal:

- Specific
- Measurable
- Attainable
- Relevant
- Time-Bound
- Accomplishment, not Activity
- Aligned: HSC strategic plan, departmental action plan, individual coaching plan
- Requires collaboration within the team or a cross-functional effort

SMART Goal Guiding Questions:

S: specific

- What must be achieved?
- What is the benefit?

M: measurable

- What will be tracked to show progress?
- What are the milestones?

A: attainable

- Is this goal realistic?
- Can this goal be achieved with additional knowledge or skills?

R: relevant

- How does this impact the individual, department, and institution?

T: time-bound

- What is the timeframe for achievement?
- What is the schedule for completion?

SMART Goal Examples

Individual Goal: I will assess and review student complaints to identify outdated department policies or procedures, and implement changes to policies and procedures that will improve our service excellence commitment to students by September 2016.

Specific: Individual, student complaints, policies and procedures

Measurable: Number of changes implemented

Attainable: Achieved within timeline and skill set

Relevant: Contributes to the department and HSC strategic plan

Time-Bound: September 2016

Individual Stretch Goal: By September 2016, I will lead a department-wide strategic plan initiative through to completion, according to the measures set in the strategic plan. *

Specific: Individual, department-wide

Measurable: Completion of initiative, measures set in strategic plan

Attainable: Achieved within additional training on leadership

**To qualify as a stretch goal, this is beyond current capability, but can be achieved with additional learning*

Relevant: Contributes to the department and HSC strategic plan, assists in achieving long-term individual goals

Time-Bound: April 2016

Collaborative Team Goal: By December 2016, I will work with XYZ department to identify a minimum of 3 areas to improve communication between our departments.

Specific: Individual, XYZ department, 3 areas, communication

Measurable: 3 areas identified

Attainable: Achieved within timeline and skill set

Relevant: Contributes to the department and HSC strategic plan

Time-Bound: December 2016

Collaborative: Completed with XYZ department