

**Section I: General Information**

Name: \_\_\_\_\_ U#: \_\_\_\_\_ Position Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II: SMART Goals**

	Goal 1	Goal 2	Goal 3
<b>Specific</b> What do you want to accomplish with this goal?			
<b>Measurable</b> What are the steps needed to accomplish this goal? How will successful completion be defined?			
<b>Achievable</b> What skills are required to meet the goal and are they aligned with the employee's job description? Is the goal realistic?			
<b>Relevant</b> How does the goal align with departmental/division goals and the University's strategic plan?			
<b>Time Bound</b> Can this goal be completed within this appraisal cycle? How will progress and completion be tracked and measured?			