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: UNTHSC SEE_2020 Roadmap, departmental action plan, individual coaching plan

✔ Individual Goal 2:

☐ Specific
☐ Measurable
☐ Attainable
☐ Relevant
☐ Time-Bound
☐ Accomplishment, not Activity
☐ Aligned: UNTHSC SEE_2020 Roadmap, departmental action plan, individual coaching plan

✔ Individual Stretch Goal:

☐ Specific
☐ Measurable
☐ Attainable
☐ Relevant
☐ Time-Bound
☐ Accomplishment, not Activity
☐ Aligned: UNTHSC SEE_2020 Roadmap, departmental action plan, individual coaching plan
☐ Beyond current capability

✔ Collaborative Team Goal:

☐ Specific
☐ Measurable
☐ Attainable
☐ Relevant
☐ Time-Bound
☐ Accomplishment, not Activity
☐ Aligned: UNTHSC SEE_2020 Roadmap, departmental action plan, individual coaching plan
☐ Requires collaboration within the team or a cross-functional effort

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Individual Goal: I will use student feedback to update outdated policies and procedures to improve departmental customer service by September 2018.

Specific: Individual, student feedback, policies and procedures
Measurable: Number of changes implemented
Attainable: Achieved within timeline and skill set
Relevant: Contributes to the department and the UNTHSC SEE_2020 Roadmap
Time-Bound: September 2018

Individual Stretch Goal: By April 2018, 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 UNTHSC SEE_2020 Roadmap, assists in achieving long-term individual goals
Time-Bound: April 2018

Collaborative Team Goal: By December 2017, 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 UNTHSC SEE_2020 Roadmap
Time-Bound: December 2017
Collaborative: Completed with XYZ department