# SMART Goal Setting for Supervisors Worksheet

**Purpose**: This resource is intended to support NMSU supervisors to draft a SMART goal for a single employee. This resource coincides with the ***SMART Goal Setting for Supervisors*** video tutorial available on the Office of People Relations [website](https://opr.nmsu.edu/performance-management/annual-evaluations/index.html); supervisors should review the video tutorial before completing this worksheet.

**Instructions**: Fill out each section of the worksheet by addressing the requisite criteria for each SMART descriptor.

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| Step 1  **Starting Point** | *Criteria*  What is the job-related topic or area of focus? |
| [Comments] | |
| Step 2  **Specific** | *Criteria*  A goal that is specific includes descriptive language, details, and action verbs to illustrate precise expectations. There should be no ambiguity or confusion as to what is expected of the individual pursuing the goal. Details that do not directly pertain to the execution of the goal should be excluded from the wording; this may include step-by-step instructions, explanations of context or justification, etc. |
| [Comments] | |
| Step 3  **Measurable** | *Criteria*  A goal that is measurable includes tangible ways to determine progress and when the goal has been achieved.   * ***Metrics*** are indicators of progress. They provide relevant status updates that can be tracked over time to support strategic flexibility and continuous motivation. * A ***Key Performance Indicator*** (KPI) determines whether or not the goal has been met.   At least one metric and KPI must be included to fulfill the measurement criteria. Note that measurement data can be quantitative or qualitative, depending on the type of information that is most appropriate for the goal. |
| [Comments] | |
| Step 4  **Attainable** | *Criteria*  A goal that is attainable has been determined to be realistic. This ***subjective determination must come from the employee pursuing the goal***. An attainable goal strikes a balance where the individual feels challenged yet capable. There should be no obvious constraints to achieving the goal which cannot be overcome. |
| [Comments] | |
| Step 5  **Relevant** | *Criteria*  A goal that is relevant answers the question, *“Why does this matter?”* A relevant goal must justify the time and effort that will be required of the individual. Professional goals can address relevance objectively by aligning to an individual’s job description or by advancing the organization’s strategic priorities. |
| [Comments] | |
| Step 6  **Time-based** | *Criteria*  A goal that is time-based is bound by a start and end date. The completion deadline is determined to create a practical sense of urgency while ensuring the goal remains attainable and realistic. SMART goals should fit within a twelve-month period. |
| [Comments] | |
| Step 7  **SMART Goal** | *Criteria*  Use the information from Steps 2-6 to write your employee’s SMART goal here. Be sure to include all the requisite detail. |
| [Comments] | |