



Performance Management – S.M.A.R.T. Goals

S.M.A.R.T. goals, as defined in the checklist below, ensures that the supervisor and employee have a mutual understanding of what the expectations are and so that the employee can see how their goals align with Colby’s objectives.

Beginning with the basics

- **Who:** The direct supervisor and employee should collaborate to set relevant goals.
- **What:** The supervisor and employee should discuss what the individual’s performance goals are and how they connect to Colby’s objectives.
- **Where:** The discussion should take place in a private forum, away from disruptions.
- **When:** The supervisor should hold a goal-setting discussion after the performance review or when the employee begins a new project.
- **Why:** Setting and committing to specific, challenging goals can boost employee effort, focus, and performance. It provides an objective, unambiguous basis to measure performance. Aligning employee goals with the institution’s objectives can increase employee effort by as much as 45%.

Develop goals using S.M.A.R.T. criteria

Specific
<input type="checkbox"/> Does the goal clearly define expectations in terms of actions and outcomes? <input type="checkbox"/> Does the goal avoid generalities and use action verbs?
Measurable
<input type="checkbox"/> Is the goal results-based? <input type="checkbox"/> Does the goal define specific metrics? (Quantity, quality, timeliness, cost, etc.)
Achievable
<input type="checkbox"/> Is the goal challenging and within reason of the employee’s control? <input type="checkbox"/> Does the employee have the skills and experiences necessary to achieve the goal? <input type="checkbox"/> Can the employee reasonably be expected to successfully complete the number of goals assigned?
Relevant
<input type="checkbox"/> Is the scope of the goals appropriate to the employee’s job responsibilities? <input type="checkbox"/> Does the goal connect to the departmental and/or Colby goals? <input type="checkbox"/> Does the employee understand how their goal contributes to the Colby’s objectives?
Time-Bound
<input type="checkbox"/> Does the goal specify a date or amount of time by which it needs to be completed? <input type="checkbox"/> Are there limitations such as how much needs to be completed and to what extent?