

EMPLOYEE PERFORMANCE EVALUATION GOALS

SMART GOAL SETTING

Employee Name: _____ Title: _____

Department: _____ Manager Approval: _____

Instructions: In addition to completing an annual performance evaluation, employees are asked to establish a minimum of three **SMART** goals. Goals must be reviewed and approved by your manager to ensure goals are as follows: **Specific, Measurable, Attainable, Realistic and Timely**

Example: By September 1, 2020, implement a new pay for performance management tool for Foundation staff, using clearly defined processes and guidelines so employees and managers can more competently evaluate performance and assign increases.

SMART GOAL #1

SMART GOAL #2

SMART GOAL #3