

S*M*A*R*T Goals and Objectives

Each employee will work with their supervisor to create Goals & Objectives. As part of the annual evaluation process, this information will be recorded in the university's PeopleAdmin system. This template will help you prepare the information you want to include in your Goals & Objectives.

Goals are broad and generally worded. They are what the supervisor and employee hope to accomplish in the course of a review period. Goal statements should include desired results, time frames, and required resources. An Objective defines how an employee plans to achieve their defined goals. Objectives are more specific and serve as clarification of goals. Goals & Objectives should be limited to no more than four.

Goals & Objectives	Resources and Support Needed	Comments

Employee's Signature

Date

Supervisor's Signature

Date