

**Effective performance goals are SMART as follows:**

<b><u>S</u>pecific</b>	Clear and concise statement of what will be accomplished
<b><u>M</u>easurable</b>	Observable statement of what will be different once the objective is achieved; clear standard of measurement or outcome
<b><u>A</u>ttainable</b>	Realistic, feasible in terms of time, cost and the degree of challenge
<b><u>R</u>elevant</b>	Alignment with district, college, division or department objectives, and contributing to organizational success
<b><u>T</u>ime- <u>D</u>efined</b>	Completion date, milestone or cycle time

# Annual Goal Setting Form

Step 1A of Manager Evaluation Process



Manager Information				Goal Type/Symbol	
Manager Name:		Date:		Department/Division = D Master Plan = <b>MP</b> Personal Goal = <b>P</b> (P is rating optional) Responsibility = <b>R</b>	
Job Title:					
Department/Division:					
Evaluator:					
Goals (4-8 Goals for discussion and approval)	Goal Type	Timeline	Progress Notes	Completion Yes/No or %	
<b>1. Required for all managers:</b> Completion of staff and manager evaluations in the required timeframe	<b>R</b>				
2.					
3.					
4.					

# Annual Goal Setting Form

Step 1A of Evaluation Process

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Manager Name:				
Goals	Goal Type	Timeline	Progress Notes	Completion Yes/No or %
5.				
6.				
7.				
8.				
<b>MANAGER SIGNATURE</b>			<b>EVALUATOR SIGNATURE</b>	
Name:			Name:	
Date:			Date:	