Setting goals allows employees and managers to work collaboratively to establish clear expectations and improve performance. It creates context and structure for ongoing dialogue about work performance, achievements, and areas of concern.

Goals should be tied to the Employee’s performance competencies, job description, and professional development interests. They should be specific, measurable, attainable, relevant, time-bound (SMART), and connect to the Department or University’s goals and mission. Job descriptions can be obtained by contacting your HR Business Partner (HRBP).

Goals can and should be updated or adjusted at any time in GMS to: Not Started, No Longer Applicable, Partially Complete, or Successfully Completed. Additional information on Managing Goals in GMS.
The Department of Human Resources is here to support you throughout the performance review process and beyond. Tools and training opportunities will be available to Managers and Employees at the start of the self-evaluation period. HR Business Partners are available for additional questions and guidance.

hr.georgetown.edu/clientservices
Connect with your designated HR Business Partner (HRBP).

**WRITING GOALS USING THE SMART MODEL**

**SPECIFIC**
What will be done? How? Why?
And by whom?

**MEASURABLE**
Quantify the goal or how you will measure your success.
How often? How many?

**ATTAINABLE**
Can it be done? Why or why not? Are there potential obstacles?

**RELEVANT**
How does this goal fit into the organization’s larger goals and the employee’s responsibilities?

**TIME-BOUND**
When should the goal be accomplished?
Indicate if the goal is ongoing or finite.
Include milestones when possible.

**SMART GOALS EXAMPLE**

Jane Hoya is the Program Coordinator in the Research Center for Political Studies (fictional). She is responsible for coordinating all vendor bookings and communications for the Center’s receptions, lectures, and roundtables. When her role shifted to hybrid, she became responsible for managing these events in a virtual capacity, as well as for overseeing the Center’s weekly newsletter and any emails for student and faculty outreach.

**JANE’S GOAL**
Communicate announcements regularly with members of the community.

**SMART GOAL**
Starting June 2nd, I will produce a bi-weekly newsletter summarizing our program offerings and events, and email it to all Research Center staff and students every other Friday at 9:00 a.m.