Performance Management Process

SMART
Goal Setting

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SMART Goal Setting

- How does a goal differ from a job duty?

  - A job duty is something you are responsible for performing as a regular part of your job.

  - A goal is measurable task that you may complete once during the performance cycle. A goal is over and above a regular part of your job duties.
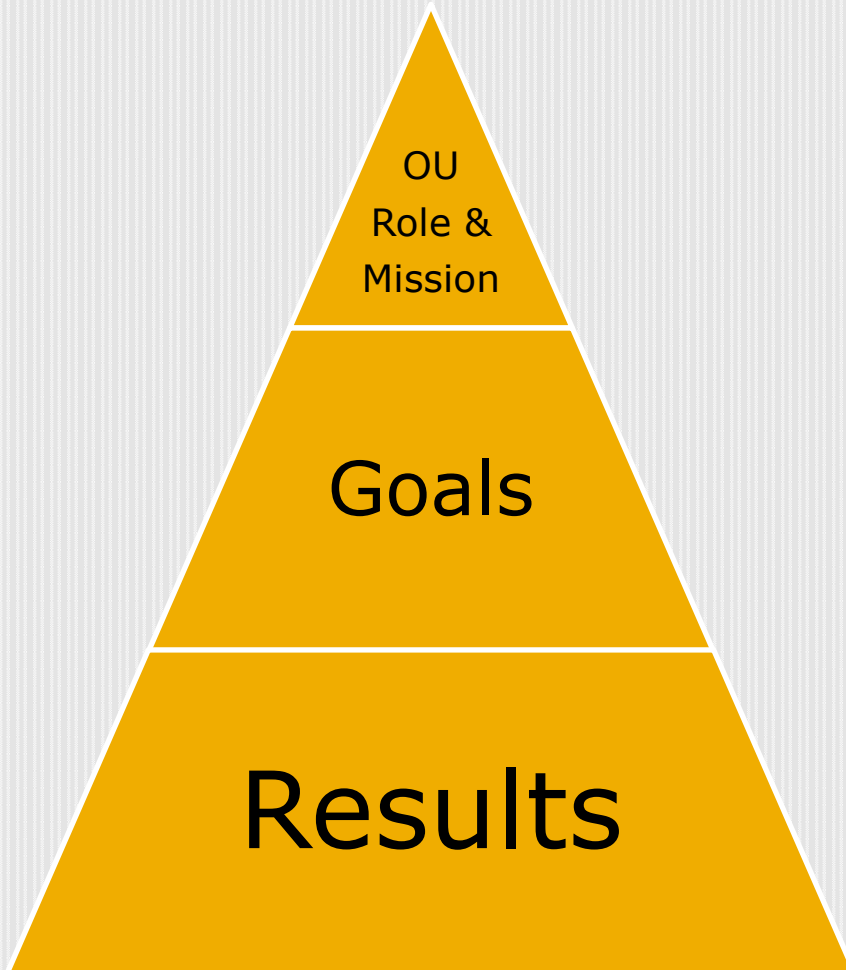
SMART Goal Setting

- Examples of a job duty and a goal

  - An Admissions Adviser has a job duty to actively recruit undergraduate students.

  - Goal: Create a PowerPoint to show to prospective students and parents during recruitment for the next fall semester.

Performance Management Process
SMART Goal Setting

OU
Role &
Mission

Goals

Results

- Align your goals with OU's Role & Mission

- Goals should be mutually set with input from supervisor and employee

- Understanding the connection between the University's mission and your goals will lead to effective performance

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SMART Goal Setting

- What is a SMART Goal?

  - A **specific** and **measurable** accomplishment **relevant** to the job to be **achieved** within a specified **time** and under specific cost constraints.

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SMART Goal Setting

- **S**pecific

- **M**easurable

- **A**ction-Oriented

- **R**elevant

- **T**ime-bound

- Focused, concise, concrete

- Defined level of acceptable performance

- Results producing

- Related to the job

- Target dates

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SMART Goal Setting

- ## Start with an Action Word

Act on	Forecast	Purchase
Activate	Formulate	Provide
Add	Gain	Produce
Answer	Implement	Prioritize
Appraise	Improve	Process
Authorize	Increase	Plan
Change	Invest	Quantify
Correct	Investigate	Research
Create	Incorporate	Review
Classify	Influence	Revise
Complete	Interview	Restrict
Clarify	Identify	Reduce
Construct	Introduce	Select
Determine	Learn	Secure
Do/Make	Loss	Support
Document	Make	
Develop	Monitor	
Define	Match	
Expand	Negotiate	

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Performance Management Process
SMART Goal Setting

| WHAT do I want to accomplish? | Define the goal | Create a slideshow for student recruitment |
| HOW do I accomplish it? | Define the measurement standard | To use for high school visits and recruitment fairs |
| WHEN does it need to be done? | Define the time frame | Complete by kick off of next fall recruitment period |

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SMART Goal Setting
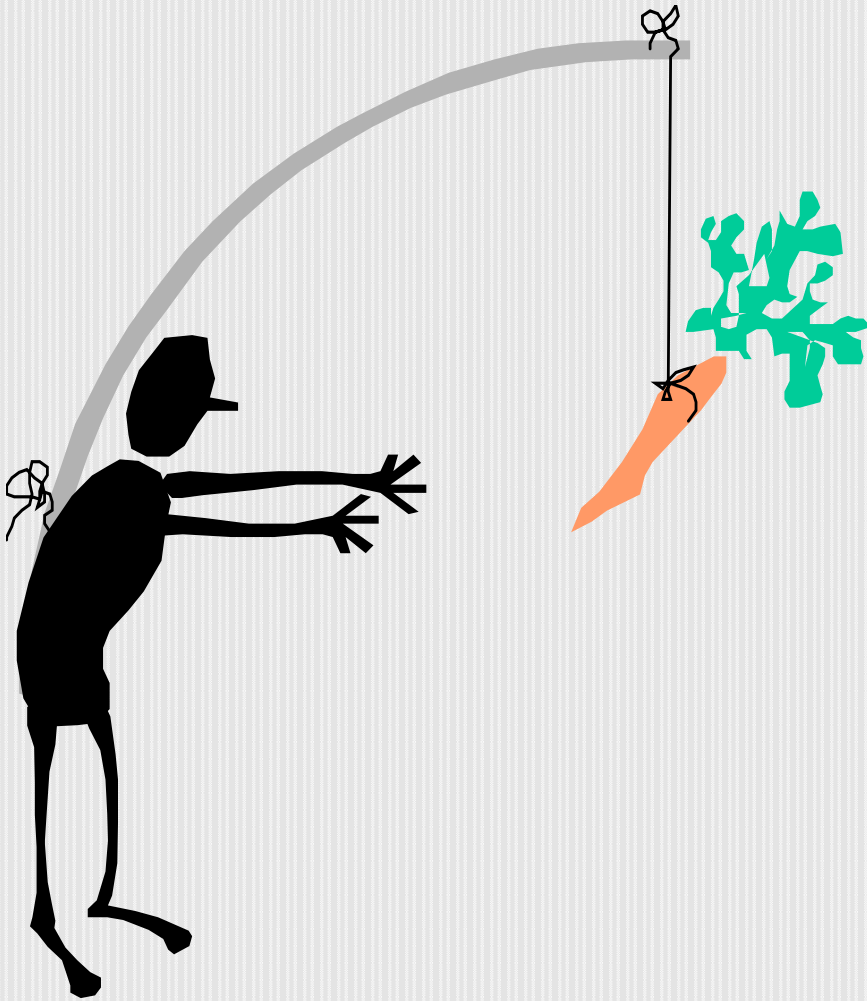
- Add "stretch" to your goal
- Avoid restating your job duties
- Think out of the box
- Provide a challenge
- Be realistic
- Be innovative
- Solve a problem
- Ask if this goal will lead to successful performance
- Take in the bigger picture

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SMART Goal Setting

For more information regarding the

Performance Management Process

Contact

University Human Resources

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