



## The **SMART** Template

<b>Specific:</b> <u>What</u> results are needed?	Critical Element Outcomes/ Expectations
<b>Measurable:</b> <u>Where</u> does the performance target lie? Is there quantitative or qualitative measure?	Critical Element Outcomes/ Expectations
<b>Achievable:</b> <u>How</u> can the employee attain the goal through specific actions? What steps must be taken?	Critical Element Outcomes/ Expectations
<b>Relevant:</b> <u>Why</u> is the goal important (alignment)?	Goal Linkage
<b>Timed:</b> <u>When</u> will the goal start, or when will it be completed?	Critical Element Outcomes/ Expectations

