UTSA. People Excellence

SMART Goals Tips and Examples

Part of the UTSA performance management process is setting SMART goals at the beginning of the performance year. This fact sheet provides key points and examples to support you through the SMART goal process.

For detailed information, visit the [performance management website](). If you are an individual contributor and have questions, reach out to your supervisor or manager. If you are a manager or supervisor and have questions, reach out to your [HR Business Partner]() or contact [Talent Management]().

Key Points on Setting Your SMART Goals

▸ Goals are strategic initiatives you want to accomplish during the upcoming performance year.

▸ Goals are *not* your daily tasks on the job; your daily work will be evaluated through the core values and competency portions of the annual evaluation at the end of the performance year.

▸ Speak with your leader to find out what his/her goals are and what the goals are for your university division or department.

▸ Your goals should support the division's goals and should be written in a way that reflects your portion of the work (what you will be doing to promote the division goals).

▸ Let's say you already know three or four projects or initiatives you plan to carry out this year. That's great — take those and make them your SMART goals.

▸ Aim for three to five goals as an average number of goals (it can be less or more, just make sure they are strategic initiatives that you plan to carry out during the performance year).

Writing and Entering Your SMART Goals

▸ When you write your goals, use the SMART model (Specific, Measurable, Achievable, Relevant, Time-based). Learn more by reviewing our SMART goals [training videos and job aids]().

▸ Log in to ePerformance in [PeopleSoft]() to verify that your information and your manager's name and information is correct.

▸ Enter your SMART goals into ePerformance by the [determined timeline]().

▸ Periodically throughout the year, enter information about the status of your goals and participate in a mid-year check-in with your manager to monitor the progress of your goals.

Sample SMART Goals

Each position and department across the university will have unique SMART goals. Below are ideas and examples.

▶ Implement a department volunteer program by August 31, XXXX, to increase community engagement with various programs within our division.

▶ By the end of the second quarter, implement a new budget template that will outline program expenses, such as tuition/fees, scholarships, stipends, grants, salaries, etc. Part of this implementation is sharing the budget template with department personnel.

▶ Attend three leadership training courses during the first half of the performance year, topics pre-selected in conjunction with my manager, to assist me in developing key leadership qualities and help advance my career.

▶ Create branded email templates by August 31, XXXX, for departments in my VP area to enhance and clarify communications throughout the VP area.

▶ By April, develop an online office manual to include key policies and procedures for our department to standardize our operations and to assist in the orientation of new employees to the division.

▶ Develop a department approved student worker orientation program by May 31, XXXX, so that student employees may more effectively and confidently perform their professional job duties.

▶ Change all key department documents (list approved by department director) to typeable PDFs by January so that students and faculty can fill out forms quickly and easily submit the forms digitally.

▶ Prior to the beginning of the summer semester, learn Adobe Premiere Pro to create a video to assist in promoting our services to undergraduate students.

▶ Learn how to use Qualtrics to assist our department director with customer surveys throughout the year. Learn the software well enough to assist with the first survey going out mid-January XXXX.

▶ Organize at least one community outreach event per semester during the performance year, targeting high school students and their families, to encourage a college-going culture in and around San Antonio.

▶ Implement an e-newsletter by December XXXX that will be sent out each semester to area community college advisors to keep them updated on UTSA transfer admissions processes, deadlines, scholarship and events.

Measurement

Below are examples to help you measure your goals and determine whether or not your goals were achieved.

Example #1

Goal: Create branded email templates by August 31, XXXX, for departments in my VP area to enhance and clarify communications throughout the VP area.

Measurement: My manager and I will measure this goal in the following way: Did I create branded email templates for departments by the due date? Were they accurate, well received by the end user and do they appear to be helping to clarify communications?

Example #2

Goal: Develop a department approved student worker orientation program by May 31, XXXX, so that student employees may more effectively and confidently perform their professional job duties.

Measurement: Did I create the student worker orientation program by the end of May? Did I put a plan in place for implementing and evaluating the orientation and its effectiveness with our student workers?

Example #3

Goal: Attend three leadership training courses during the first half of the performance year, topics pre-selected in conjunction with my manager, to assist me to develop key leadership qualities and help advance my career.

Measurement: Did I attend all three training courses? Did I attend them by the end of February? Did I send a brief report after attending each training to my supervisor about key lessons learned? Was I able to apply any of the lessons learned on the job?