SMART Goal Setting Worksheet

Employee Name:

Department:

Supervisor:

Yavapai College Employee Competencies

- **Relationship Excellence** - Builds and maintains strong, respectful relationships by actively listening, communicating clearly, and engaging collaboratively with colleagues, students, and community partners. This competency aligns with Yavapai College's values of Excellence and Foundational Capacity.
- **Service Excellence** - Delivers high-quality service with professionalism, responsiveness, and a focus on continuous improvement. This competency aligns with Yavapai College's values of Innovation and Continuous Learning.

Yavapai College Goals/Strategic Initiatives

- **Foundational Capacity** - Create a welcoming atmosphere where everyone feels a strong sense of belonging
- **Living Wage** - Address the challenges of the changing economic landscape, emphasizing creating pathways to secure living-wage jobs.
- **Adult Learners** - Provide educational opportunities for those who may have previously encountered barriers to higher education.
- **Delivery** - Enhance the delivery of educational programs and increase success by adopting best-in-class pedagogy and processes.

SMART Goal Components

Specific	Goal is detailed and identifies what you are trying to achieve and any resources that will be needed
Measurable	How will you measure your progress? What evidence will show that you have met the goal?
Attainable	Goal should be challenging but still reasonable to achieve.
Relevant	Goal is aligned with values, interests, competencies, job duties, etc.
Time-bound	What is the target date for reaching the goal?

Example: I will lead the implementation of a new digital filing system for our department by October 31 to improve document accessibility and reduce retrieval time by 30%.

Things to think about while creating your SMART goals:

- What tasks or activities do I consistently perform well in?
- Which skills do others often recognize or rely on me for?
- When have I felt most effective or "in the zone" at work? What was I doing?
- Which of my strengths could be used to improve a process, help a teammate, or advance a department goal?
- What types of work do I find most fulfilling or rewarding?
- Are there organizational initiatives I'm excited to support or learn more about?
- Where do I see opportunities to innovate or try something new?
- How can I use my strengths to raise the quality of my work or improve team performance?
- Where can I apply creativity or problem-solving skills to help us do something better?
- What new knowledge or skill would I enjoy developing this year?
- How can I contribute to a more collaborative or supportive work culture?
- How can I use my [strength in X] and [interest in Y] to support my team's work on [goal or initiative]?
- What's one goal I could set that would allow me to grow in an area I'm passionate about while also advancing a key priority for the organization?

Directions for creating goals

1. Review the information above (Yavapai College Employee Competencies, goals/strategic initiatives, SMART goal components, and reflective questions) to help you develop your goals.

2. Create 3 SMART goals - These goals must align with YC's key institutional priorities such as: - Foundational Capacity - Living Wage - Adult Learners - Delivery (access, flexibility, and responsiveness in learning). One goal should be a professional development goal you set for yourself that supports growth in your role.

3. Write your goals below and use the boxes to check which competency or strategic initiative your SMART goal aligns with.

4. Input your goals into NeoEd in the Performance section.

My SMART Goals

1.

☐ Foundational Capacity ☐ Living Wage ☐ Adult Learning ☐ Delivery ☐ Professional Development

2.

☐ Foundational Capacity ☐ Living Wage ☐ Adult Learning ☐ Delivery ☐ Professional Development

3.

☐ Foundational Capacity ☐ Living Wage ☐ Adult Learning ☐ Delivery ☐ Professional Development

4.

☐ Foundational Capacity ☐ Living Wage ☐ Adult Learning ☐ Delivery ☐ Professional Development