



Form 1: Goal Setting Document

Employee name:	Review period (i.e. year):
Position title:	Department:

Individual Goal:

Related to a specific library goal:

Key Activities / Procedures (What do you need to do to accomplish the goal?)	Measurement (How do you know the goal and/or activity / procedure is completed?)	Resources Needed (What do you need to accomplish the goal and/or activities/procedures?)	Time Frame (When will the goal and/or activities/procedures be done?)

Employee signature _____

Date _____

Employer signature _____

Date _____



Form 1: Goal Setting Document: “SMART” Definitions

The goal setting process should be one which incorporates the principles of S.M.A.R.T. definitions. Those are **Specific, Measurable, Achievable, Realistic and Timely**

SMART Goals are *Specific*

Specific means the objectives detail exactly what needs to be accomplished. For example, “Improve client satisfaction” is too general for a goal statement because it does not provide any specific information about what is to be accomplished. “Re-shelve library materials in a timely fashion...” is more specific because it narrows the scope of the desired outcome.

SMART Goals are *Measurable*

Measurable goals are quantifiable. A measurable goal provides a standard for comparison, the means to an end, a specific result; it is limiting. Each goal must be measurable - it must have a method of comparison that indicates when the goal is reached. For example, “Re-shelve library materials” is a specific statement, but to be measurable, it needs the addition of “on a daily basis.” The lack of library materials increasingly, and without change, piled up on tables will provide a measurable limit for the goal.

SMART Goals are *Achievable*

Achievable means that the goal statement is achievable given other objectives and responsibilities of the employee. If a goal or objective is not achievable, given the employee’s current skills, then a goal should also identify the conditions needed by the employee to accomplish the goal. For example, the employee may require additional training from the organization to be able to re-shelve library materials in Library of Congress call number order.

SMART Goals are *Realistic*

Realistic goals are practical, achievable and possible. Goals must motivate people to improve and to reach for attainable ends. For a goal to be motivational, the goal-seeker must feel that the goal can be achieved. For example, “Re-shelve library materials on a daily basis.” is possible and achievable (realistic) only if the library staff person works every day. If they do not, this goal will not be realistic and should be amended to read “Re-shelve library materials each day you work in the library.”

SMART Goals are *Timely*

Timely means scheduled or with a deadline. Time constraints encourage action to get activities completed. Deadlines encourage activity. For example, “Re-shelve library materials on a daily basis by January 31, 201_” expresses a deadline.