

# ***MichiganTech***

## **SMART Goal Questionnaire**

*This questionnaire is a resource for employees and their supervisors, aiding the development of well-rounded performance goals.*

Specific: What will the goal accomplish? How and why will it be accomplished?

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Measurable: How will you measure whether the goal has been accomplished? What will indicate progress towards the goal is being made?

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Achievable: Is this goal achievable? Is the time frame adequate for completion? Is there a need to develop employee knowledge, skills, or abilities to successfully accomplish this goal? Are there any resource needs?

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Results Focused: What is the result of the goal? What is the reason, purpose, or benefit of accomplishing the goal?

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Time Bound: What time frame is connected to this goal? Is there a completion date for the goal?

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SMART Goal:

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