

Annual Performance Self-Evaluations: Guidance for SMART Goal-Setting

Your self-evaluation is a meaningful opportunity to reflect on your performance over the past year, highlight your accomplishments, thoughtfully identify areas for growth, and set clear, actionable goals for the 2025–2026 cycle.

After assessing your performance, focus on setting **SMART goals (Specific, Measurable, Achievable, Relevant, and Time-bound)** that align with your role, responsibilities, and long-term professional development.

This framework is designed to help you set clear, detailed, and actionable goals that drive meaningful progress.

Here is an example of a SMART goal, broken down below, based on the SMART framework:

By October 1, 2025, plan and coordinate three successful departmental events, ensuring all logistics (venue, invitations, materials) are organized at least two weeks in advance.

1. Specific: Define the goal clearly. What exactly do you want to accomplish? Avoid vague language.

For example: Plan and coordinate three successful departmental events, including logistics such as venue, invitations, and materials.

2. Measurable: How will you know you've achieved it? Include criteria or metrics to track progress.

For example: Success is measured by organizing the events with all logistics in place at least two weeks in advance.

3. Achievable: Ensure the goal is realistic given your role, responsibilities, and resources.

Example: Organizing three events within the timeframe is a reasonable and attainable goal, assuming adequate resources and support are available.

4. Relevant: Make sure the goal aligns with your current role, team priorities, or long-term career path.

Example: This goal directly supports the Administrative Coordinator's role in event planning and ensures departmental events are well-organized, contributing to team engagement and productivity.

5. Time-bound: Set a clear deadline or timeline to stay focused and accountable.

Example: The goal has a clear deadline: October 1, 2025.