

GUIDE TO SMART GOALS....Performance Management encourages SMART (Specific, Measurable, Achievable, Relevant, Time-Bound) performance goals, which are documented in the employee's Performance Plan. Goals differ from an employee's ongoing job duties as encompassed in the position description. Performance goals are specific work-related achievements to be accomplished within a specified time frame. They are often project based and are intended to help the organization move forward, typically with a focus on improving processes or implementing changes.

