



Employee SMART Goals Template

Employee Name: [Insert Employee Name]

Position/Role: [Insert Employee Position/Role]

Goal Title: [Insert Title of the Goal]

Specific:

- Define exactly what you want the employee to accomplish.
- Ensure the goal is clear, concise, and well-defined.

Example:

Increase quarterly sales revenue by 15% in the next fiscal year.

Measurable:

- Establish concrete criteria for measuring progress and success.
- Quantify or qualify the goal to track progress effectively.

Example:

Track and measure sales revenue on a monthly basis using CRM software.

Achievable:

- Ensure that the goal is realistic and attainable, considering the employee's skills, resources, and workload.

Example:

Given current market conditions and available resources, a 15% increase in sales is challenging but achievable.

Relevant:

- Ensure that the goal aligns with the employee's responsibilities, departmental objectives, and organizational goals.

Example:

Increasing sales revenue directly contributes to the company's overall growth and profitability goals.

Time-bound:

- Set a specific timeframe or deadline for achieving the goal.
- Establish checkpoints or milestones to track progress.

Example:

Achieve the 15% increase in sales revenue within the next fiscal year, with quarterly progress reviews.

Additional Notes:

- Provide any additional information or context relevant to the goal.
- Identify resources, support, or training needed to accomplish the goal.
- Define how success will be evaluated or measured.

Example:

- The employee will receive regular training sessions on effective sales techniques.
- Weekly meetings will be scheduled to review progress and address any challenges.