

## Guidance : Creating Effective SMART Goals

Individual, work-specific goals are a key component of performance appraisal in Dallas ISD.

- 1) Goals should signify the most important functions of an employee's job and should answer the question, "What was I hired to do? "
- 2) Best practice is to establish two or three goals each appraisal cycle.
- 3) Goals should include the most important , long-term, measurable work the employee is expected to achieve and should be within the employee's primary control to drive the outcome.
- 4) Finally, an

### Guiding Questions \*

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