

Create S.M.A.R.T. goals that set clear direction and identify priorities. Goals should direct how time and resources are spent and identify what success looks like by a specific timeframe. When writing S.M.A.R.T. goals use concise language and ensure relevant information. These goals are designed to help an individual succeed.

S.M.A.R.T. is a great acronym to use to remember the elements of an effective goal; however, there's no need to follow the order as it is spelled. The following order 'RSAMT' can help you develop the goal easier.

Example: I want to hire people faster.		
S.M.A.R.T. Goal: Reduce the average time-to-fill rate to 45 days within three months		
S Specific	<ul style="list-style-type: none"> ◆ What do you want to accomplish? ◆ What are the reasons, purpose, or benefits of accomplishing the objective? ◆ Who is involved? Who are the stakeholders? ◆ Where is it going to happen? ◆ Which attributes are important? 	Shorten time to fill an open position from sixty (60) days to forty-five (45) days.
M Measurable	<ul style="list-style-type: none"> ◆ How will you know when the goal is accomplished? ◆ What indicators will you look for to measure progress and success? ◆ Are data to measure your progress and success readily available? ◆ Do you need to develop new measurements? 	I will measure my progress by how many employees start before the 46th day after the vacancy using the days to fill report.
A Attainable	<ul style="list-style-type: none"> ◆ Do you have resources needed to accomplish your objective? ◆ Do you have sufficient time to accomplish your goal? 	I will need to find new sourcing avenues, revise the posting information, extend interview offers within one week of the posting closing, and extend an offer within one week of completing interviews.
R Relevant	<ul style="list-style-type: none"> ◆ Why is this goal significant? ◆ Does this align with your agency goals and objectives? ◆ How does this align to your job profile/responsibilities? 	Shortening the time between vacancy and hire will allow me to maintain overall production levels and reduce workload stress.
T Time-Sensitive	<ul style="list-style-type: none"> ◆ When will this goal be achieved? ◆ Is there enough time to accomplish all activities associated with this goal? 	Interviews offers will be extended within one week of interview period completion.