**SMART Goals Assessment Form**

*Specific, Measurable, Attainable, Relevant, Time-Bound (SMART)*

**Directions**: The below form will allow you and your office to assess the prior academic year’s SMART goals. Refer back to your SMART goals from the prior academic year to complete this assessment form. When completed, send a copy to your supervising office and the Institutional Research and Effectiveness office at [ire@wnc.edu](mailto:ire@wnc.edu).

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| --- | --- |
| **Your Name and Title:** |  |

|  |  |
| --- | --- |
| **Your Office, Department,**  **or Program:** |  |

|  |  |
| --- | --- |
| **Date Assessment Completed:** |  |

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| --- | --- | --- | --- |
| **Plan Year (insert years):** | **Fall** | **to** | **Spring** |

**Assessment of Goal 1**

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| --- | --- |
| **Goal Progress:** Was this goal completed? If so, when was the goal completed? If not, is completion still in progress? |  |
| **Goal Results and Successes:** What have been the results of completing this goal or completing progress toward this goal? What successes, changes, or other outcomes have resulted? |  |
| **Goal Challenges:** What challenges or roadblocks have come up in relation to completing this goal? |  |
| **Next Steps:** Are there additional projects, actions, or resources needed following completion of this goal or to continue progress? |  |

**Assessment of Goal 2**

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| --- | --- |
| **Goal Progress:** Was this goal completed? If so, when was the goal completed? If not, is completion still in progress? |  |
| **Goal Results and Successes:** What have been the results of completing this goal or completing progress toward this goal? What successes, changes, or other outcomes have resulted? |  |
| **Goal Challenges:** What challenges or roadblocks have come up in relation to completing this goal? |  |
| **Next Steps:** Are there additional projects, actions, or resources needed following completion of this goal or to continue progress? |  |

**Assessment of Goal 3**

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| **Goal Progress:** Was this goal completed? If so, when was the goal completed? If not, is completion still in progress? |  |
| **Goal Results and Successes:** What have been the results of completing this goal or completing progress toward this goal? What successes, changes, or other outcomes have resulted? |  |
| **Goal Challenges:** What challenges or roadblocks have come up in relation to completing this goal? |  |
| **Next Steps:** Are there additional projects, actions, or resources needed following completion of this goal or to continue progress? |  |

***Please submit completed assessment to your supervising office and to Institutional Research and Effectiveness at*** [***ire@wnc.edu***](mailto:ire@wnc.edu)***.***