**Template for writing a S.M.A.R.T. Goal**

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

**Initial Goal** (*Write the goal you have in mind*):

*I want to set clear expectations for the current full-time employees to clearly define their roles and responsibilities on a day-to-day basis.*

1. **Specific** (*What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal*?)

*I want to be sure that the full-time employees have defined expectations as to what is expected of them each day to eliminate any potential duplication of efforts and/or essential activities being overlooked. Each staff member will be included in this goal along with input from all of the fire officers, both full-time and on-call. This goal needs to be established to give the full-time staff some clear definition of what is expected of them, in addition to responding to emergency calls for service.*

2. **Measurable** (*How can you measure progress and know if you’ve successfully met your goal?*):

*Once the expectations are set, monitoring of the implementation of the expectations can be done almost immediately. Follow up with each employee to ensure understanding will help.*

3. **Achievable** (*Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?*):

*I believe this goal is achievable within a reasonable time frame, once the objectives and expectations are clearly defined and understood by all employees. Continual monitoring will ensure that the goal is achieved.*

4. **Relevant** (*Why am I setting this goal now? Is it aligned with overall objectives?*):

*With the increase in full-time staff, and the lack of overlap of hours, I have noticed an increase in duplication of efforts on some activities and have also noticed other activities falling through the cracks. Equipment has been found out of service at times and there appears to sometimes be a disconnect between the two shifts. There needs to be better communication between the full-time staff members, and I feel that a more clear and concise set of expectations for each staff member may increase efficiency and hopefully open up more communication.*

5. **Time-bound** (*What’s the deadline and is it realistic?*):

*Ideally, this goal could be achieved almost immediately after setting of expectations, with monitoring done to ensure expectations are met. This goal can be achieved without any financial impact and so should be easy to obtain. Feedback from employees will be the key to its success.*

Employee’s Signature Date

(This signature does not imply agreement or disagreement with the evaluation but only indicates the employee has read it and been provided an opportunity to respond if he/she chooses to do so. The employee also understands that the Performance Evaluation will be placed in their Employee File.)

Matt Mecum, Chair Date

(This signature indicates that the supervisor has met in person with the employee, reviewed last year’s performance and discussed future goals and development)

Seth Ridinger Date

(This signature indicates that the supervisor has met in person with the employee, reviewed last year’s performance and discussed future goals and development)

Jamie Underwood Date

(This signature indicates that the supervisor has met in person with the employee, reviewed last year’s performance and discussed future goals and development)