

2019 SMART Goals and Reflection Worksheet

Use this worksheet to reflect on 2019 performance and opportunities for growth. You will also use this worksheet to develop SMART goals for 2020.

What is a **SMART** goal? It is a goal that is **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound. A chart is available on page 2 to assist with developing a SMART goal. Use as many copies of this worksheet as needed to create each of your SMART goals.

Employee Name: Police Officer

Supervisor Name:

Today's Date:

Step 1: 2019 Reflection

Please list 2-3 accomplishments from your 2019 performance:

Created a plan for training, use, and implementation of speed measuring devices.
Provided Campus Safety programs for nearly 300 students, faculty, and staff.

Please list 2-3 areas of work in which you would like to improve, or skills you would like to learn:

Become an instructor in Active Shooter Response to provide a safer environment for the community the department serves.
Complete Crisis Intervention Training to ensure we provide the best service for community members dealing with personal crisis.

Step 2: Departmental Goals and Strategic Plan Alignment for 2020

Working with your supervisor, determine your departmental goals/strategic plan and how you can contribute to reaching this goal:

In order to create a stronger partnership in crime prevention and foster a culture of service to our campus community WKU Police Department will focus on creating an Out of Cruiser initiative for officers to have non-enforcement interactions with members of the community.
This goal will be reached by assigning officers a residence hall with timely check-ins and program involvement.

Step 3: Develop your SMART Goal

What is your goal in one sentence? *Don't worry, it does not have to be SMART yet; you will do that next!*

Create Out of Cruiser experiences with non-enforcement interactions by servings as liaison to residence halls.

S.M.A.R.T.	Questions to help you develop your goal into a SMART Goal...
Specific	Does your goal clearly and specifically state what you are trying to achieve? If your goal is particularly large or lofty, try breaking it down into smaller, specific SMART goals.
	Your Turn: I will be assigned to a residence hall to assist with programs hosted by the HRL staff.
Measurable	How will you (and others) know if progress is being made on achieving your goal? Can you quantify or put numbers to your outcome? How will you measure it?
	Your Turn: This will be measured by record keeping of the number of programs I participate in and the number of students that attend the programs or event.
Achievable	What actions must you take to complete this goal? You will require the help of others? What factors may prevent you from accomplishing your goal?
	Your Turn: I must be assigned to a residence hall. A coordinated communication plan should be created to ensure our involvement in events and programs outside of stereotypical police programs, i.e. pancakes with students for finals week encouragement.
Relevant	Why is achieving this goal important to you and your job and/or department? What value will be achieving your goal add?
	Your Turn: This goal will foster positive relationships with students and help the students and officers during future encounters. These programs will help direct and immediate impact on crime rates and reporting.
Time-bound	When will you reach your goal? <i>Again, if your goal is particularly large, try breaking it down into smaller goals with appropriate incremental deadlines.</i>
	Your Turn: This goal will be complete by the return of students from Spring Break.

Step 4: Create an Action Plan

What is the first step you must take to achieve your goal? *Feel free to create a more detailed step-by-step plan outside of this document.*

Officers must be assigned a residence hall, there may be a need for some halls to be assigned more than one officers.

Step 5: Determine Obstacles

What obstacles do you anticipate as you work to reach your goal? How will you address the challenge(s) if they arise?

Our first obstacle will be the timing of events in conjunction with officers scheduled working hours. Due to our shift work, working hours may not be best suited for the types of programs and events hosted by residence halls. I'll be able to alter schedule to assist with programs.

Congratulations on creating a SMART goal!

Supervisors and Employees should each retain a copy of this SMART Goal and check in together on progress, achievements, and obstacles. When you've met your goal, be sure to share your supervisor and celebrate your success!