

Values-Based S.M.A.R.T. Goal Examples

Departments: GTRI, GTRC, EI2

Job Title: Research Associate II, GTRI, GTRC, or EI2

Values-Based S.M.A.R.T. Goal: **Students are our top priority.**

- By March 1, 2021, establish a four-week program which allows students to shadow at least two (2) senior research employees within their lab. After shadowing the senior research professional, student employees will draft a memo detailing their experience and identifying possible areas of improvement within their lab.
- Beginning on May 1, 2021 provide student researchers with development and training opportunities. Upon completion of training, managers meet with students to discuss what was gained from the experience.
- Establish that all managers are to meet with their student direct reports for weekly check-in calls or meetings by April 1, 2021.

Values-Based S.M.A.R.T. Goal: **We nurture the well-being of our community.**

- By March 1, 2021, ensure that three (3) team building activities are scheduled per year to foster greater collaboration, communication, and productivity among employees.
- By February 1, 2021, schedule a meeting to discuss employee well-being initiatives offered at Georgia Tech. At the meeting, discuss flex work agreements and how employees can take advantage of wellness programs at Georgia Tech.
- By March 1, 2021, establish a communication channel (email) where employees can make additional suggestions about what they need to improve their wellbeing and productivity. Thereafter, convene with Lab Directors to determine which ideas should be implemented, by July 1, 2021.

Job Title: Administrative Manager I, GTRI or GTRC

Values-Based S.M.A.R.T. Goal: **We strive for excellence.**

- By March 1, 2021, implement a new process by which finance employees will need to complete and send (five) 5 invoices per week.
- By April 1, 2021, implement a new process requiring that hiring packets be completed within two weeks of obtaining all required documentation.
- By April 1, 2021, establish 1:1 meetings between managers and employees to discuss the status of ongoing projects and workflow.
- By June 1, 2021, have at least two researchers or contract professionals attend a team meeting, so that administrative support professionals can better collaborate with the research areas in which they support; additionally, employees can gain further insight into the research efforts that they are supporting.

Values-Based S.M.A.R.T. Goal: **We act ethically.**

- By April 1, 2021, schedule a meeting to discuss common ethical issues, concerns, and compliance information. Provide employees with any updates to regulations that may impact their role.
- By March 1, 2021, send written correspondence to discuss procedures for reporting or disclosing ethical issues or concerns to ensure accountability across the institute.
- Require that each employee take at least one ethics training course by the end of the calendar year.

Departments: Academic Units

Job Title: School Chair

Values-Based S.M.A.R.T. Goal: **We nurture the well-being of our community.**

We safeguard freedom of inquiry and expression.

- Identify and implement ways to create a work environment that **nurtures the well-being** of the staff and **safeguards freedom of inquiry and expression.**
- By April 1, 2021, form an employee committee to recommend content for quarterly team-building activities for staff and faculty to encourage and safeguard freedom of expression regarding the workplace experience.
- By April 1, establish office hours for staff drop-ins.
- By June 1, 2021, partner with GTHR to identify and promote weekly well-being activities for remote workers.
- By June 1, 2021, conduct first team building exercise. Solicit suggestions for an employee appreciation event to be held in December.
- By September 1, 2021, conduct second team building exercise.
- By December 1, 2021, conduct virtual employee appreciation event.

Job Title: Faculty Support Coordinator

Value-Based S.M.A.R.T Goal: **We are responsible stewards. Students are our top priority.**

- Develop a process that can be supported in a virtual environment to ensure that **students'** requests for research material **are a top priority** and to ensure the FSC is a **responsible steward** of Institute assets by verifying receipt of the order.
- By April 1, 2021, develop a process map for student orders to include (1) a verification to the student acknowledging receipt of the order (2) confirmation to the student that the order has been placed with estimated delivery date (3) verification of receipt order provided to the FSC and the student by lab manager or other on-site employee.
- By June 1, 2021 develop a Smartsheet to track all student orders.
- By August 1, 2021, integrate the Smartsheet tracking system with the Finance Office operating procedures to provide timely verification of when invoices can be paid.

Department: Facilities

Job Title: Groundskeeper III (GKIII) -Landscaping

Value-Based S.M.A.R.T Goal: **We champion innovation.**

- To champion innovation, I will introduce a natural method for reducing the growth of weeds (specifically crabgrass) to Department leadership for implementation by the end of Q4 2021. In January and February 2021, I will research new natural methods for crabgrass control.
- I will prepare a 5-minute presentation to share what I learned during a weekly team meeting in early March 2021 to elicit feedback from my teammates and then introduce the most innovative and effective method for natural control into my team's tasks by the end of June 2021.
- In July-September 2021, we will observe and record the results of the implementation of the new method in terms of costs and its effectiveness in killing weeds.
- In October 2021 I will share the results of the use of the new method with Department leadership and groundskeepers from other Areas for full implementation by the end of 2021.

Job Title: Administrative Professional Sr. – Building Equipment & Maintenance

Value-Based S.M.A.R.T Goal: **We are responsible stewards.**

- In an effort to be a responsible steward of the resources I am entrusted, I will strive to be an example of sustainability, efficiency, and responsibility by reducing Area 3 Shop purchases and supply costs by 5% by the end of December 31, 2021.
- I will audit Shop supply spending by February 15, 2021 and create a spreadsheet with all Shop supply items by March 15, 2021.
- I will meet with Shop employees, identify unnecessary supplies and prioritize supplies to cut by April 1, 2021.
- I will monitor monthly spending for Q3 of 2021 and submit a 90-day report to Manager by June 30, 2021. Supply spending will be compared to budgeted restrictions on December 31, 2021.



Department: GTHR

Job Title: Employee Relations Compliance Manager

Value-Based S.M.A.R.T Goal: **We act ethically.**

- Update and communicate to campus partners and collaborators a procedure that includes process timeframes and milestones to ensure that Reasonable Accommodation (RA) Requests are completed promptly (within 30 days of Qualification) and by following all federal laws and Georgia Tech policies.
- Annual goal to be assessed by the end of December 2021.
- Updated procedure will better ensure the **ethical, professional**, and consistent handling of RA process and drive **accountability** among campus stakeholders.