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Resources regarding Professional plans, evaluations, etc. for University Staff & Classified Staff

- [How to write SMART Goals](#). **SMART** goals are:
 - Specific (*Who is involved, what should be accomplished, where will this occur?*)
 - Measurable (*Establish criteria for measuring outcomes and how to determine if objective is achieved*'. 'E.g. how much, how many, how do you know when it is accomplished?')
 - Ambitious/Attainable(*Motivating but realistically attainable*)
 - Results-Oriented/Relevant/Realistic(*Aligns with the bigger picture. What is the expected result?*)
 - Timely (*Includes a specific time-frame for achieving objectives*)
- [Examples of SMART Goals](#)
- [How to Have Difficult Conversations](#)
- [Giving Harsh Reviews with Empathy](#)

SEHD's University Staff Performance Development & Management tool (new all-in-one tool from Denver campus HR in 2023, includes the two documents that were previously called the Professional Plan and Performance Evaluation). This link goes to an excel file which will download in a new window.

- CU Denver's [Performance Management tools & resources](#)
- Performance Management Plans for Classified Staff are also found at the [Performance Management Website](#)



Who to contact about edits needed on this page: SEHD HR

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