

CMS Individual Goals Rubric

Essential Skills & Actions	EXEMPLARY (4 POINTS)	PROFICIENT (3 POINTS)	PROGRESSING (2 POINTS)	UNSATISFACTORY (1 POINT)
Employee partners with supervisor to develop 2-3 goals guided by the SMART formula: • Specific • Measurable • Actionable • Relevant • Timely Goals reflect the employee's primary work responsibilities Baseline data is clearly defined with the identified direction/data element Goal progress is monitored throughout the appraisal cycle Goal statements are aligned to outcomes that demonstrate individual goals are tied to the success of the team or division	Goal Setting • Established a goal and detailed action plan tightly aligned to the success of the team or division • Goal statement included all five SMART elements with associated action plan and/or benchmarks • Baseline data was clearly defined and linked to outcome	Goal Setting • Established a goal and action plan aligned to team or division goals • Goal statement included the five SMART elements • Baseline data was linked to outcome	Goal Setting • Established a goal but may lack alignment, depth, or clarity • Goal statement lacked one or more SMART elements • Little or unclear baseline data	Goal Setting • Did not establish a goal or goal duplicates descriptors in the CMS Performance Rubric • No goal statements • No baseline data
	Goal Accomplishment • Goal substantially exceeded target • Thoroughly documented actions that show a clear progression toward goal accomplishment • Results reflect substantial, measurable outcomes for the team, department, or division	Goal Accomplishment • Goal met target • Documented actions that led to goal accomplishment • Results reflect some measurable outcomes for the team, department, or division	Goal Accomplishment • Progress made, but goal target was not met • Some documented actions or unclear action plan toward goal accomplishment • Results not clearly linked to goal	Goal Accomplishment • Limited or no progress toward goal accomplishment • Few or no documented actions • Few or no results reported