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| Develop a SMART goal for your Virtual Internship Program | | | |
| Criteria | Description | Questions to consider | Your answer |
| Specific | States in clear terms what outcome, result or behaviour is to be achieved. | * What do I want to accomplish on this program? * How will I accomplish it? * Why do I want to accomplish is? * Who will need to be involved? | *Get knowledge about the company and working technologies.*  *By completing the task assigned to me.*  *I want to accomplish this because I want to be part of this organization in near future.*  *My strength and dedication need to be involved.* |
| Measurable | Includes a description of the desired outcome and/or measurable results. | * How will I measure this? * How will I know when I’ve completed it? * How will I know if I’m on track to complete this program? | *Knowledge got from the program.*  *When I will be having some good amount of knowledge of the work culture and tech stacks.*  *To know that I’m on track, I’ll keep a check through the roadmap.* |
| Achievable | A realistic expectation, given time and resources. | * Do I have the skills and knowledge currently to complete this program? * Is this the right time for me to complete this program? * Do I have enough time and resources to complete this program? * Does this goal challenge me in the right way? | *I do have proper skillset for the program to complete and inculcate.*  *Utilizing the lockdown to hone my skillset is the best time, so yes, it is the best time to complete this program.*  *Yes, as I am having some time from my project schedule, I can persuade this program now.*  *Learning new this is my aim and yes this aligns my goal and also challenges me in right way.* |
| Relevant | There is a clear link to the goals of the department, division, the company and its values. | * Is this worth my time and effort? * How does this link to my career choice? * Is this the right time to complete this program for me? | *Yes, it is worth.*  *Getting to know about your dream company is always a good way to start from.*  *Yes, it is the right time for me to complete this as I am going to graduate soon so I must have the knowledge about my dream company.* |
| Time Bound | There is a time limit or deadline by which the objective must be achieved, and there may be a time frame to track phases of completion in an action plan. | * When do I want to complete the program by? * How long do I want to allocate to each module? * How will I track my progress against time per module? * What is my target end date? | *I want to complete this program by this week.*  *2 hours(maximum) to each module*  *By keeping a track of the start time and end time.*  *30thof July.* |

Now write out your SMART Internship Goal in full (considering the answers to your questions from above):

I want to know more about Microsoft and their tech stack, recruiting procedure, work culture through this program by completing this program within this week by the end of 30th July.