

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.	<ul style="list-style-type: none"> 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? 	<ul style="list-style-type: none"> I want to work at Microsoft, so I want to complete this Virtual Internship to gain a better understanding of Microsoft. I want to know what Microsoft values in its employees. I want to know what is required to get a role at Microsoft. I want to be well-prepared for a future interview with Microsoft.
Measurable	Includes a description of the desired outcome and/or measurable results.	<ul style="list-style-type: none"> 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? 	<ul style="list-style-type: none"> I will set an end date for when I will complete this Virtual Internship I will put 100% effort into each task I am required to complete. I will review my progress each week to make sure I am on track.
Achievable	A realistic expectation, given time and resources.	<ul style="list-style-type: none"> 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? 	<ul style="list-style-type: none"> I have most of the skills and will develop these as I work through the program. I will seek help from others if I need it. I do have enough time to do this but need to be strict with managing my time to keep on track and avoiding distractions. I think I will able to achieve this goal although some tasks may be more challenging than others but should be achievable.

Relevant	There is a clear link to the goals of the department, division, the company and its values.	<ul style="list-style-type: none"> 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? 	<ul style="list-style-type: none"> This is directly related to my career goal to work for Microsoft.
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.	<ul style="list-style-type: none"> 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? 	<ul style="list-style-type: none"> I need to complete this virtual internship within 8 weeks. I will allocate 30 minutes to each task but understand this may need to be expanded for some. I will set weekly goals to achieve modules and tasks and allocate time to review and learn from model answer.

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

In order to secure a role at Microsoft once I complete my degree, I will complete the virtual internship within 8 weeks, allocating two hours each week to complete four tasks and ensuring I spend one hour reviewing the model answers and identifying what I could do better. This will help me build my understanding of Microsoft and what is required to set me up for success in a future career with Microsoft.