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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? | *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. | * 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? | *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. | * 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 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. | * 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? | *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. | * 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 need to complete this virtual internship within 1 week. I will*  *allocate 20 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*  *answers.* |

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