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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 stable knowledge of Microsoft organization.* *I want to know what Microsoft values in its employees as well as* to known *what is required to get a role at Microsoft. Internship will help me boost my profile and prove myself as 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? | *For measure the outcome I will set date of completion to end of task of virtual internship.*  *I give my 100% efforts for each task which I have to complete. I will review my process on each end of week and make sure I am on track. I would also get guide form my mentors to track my process.* |
| 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? | *Yes, my skills and knowledge are sufficient for the program. This time is best suited for this work as everyone is quarantined at their homes. My time and resources are well managed for this task of virtual internship. 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? | *Yes, totally worthy of my time and effort. This is directly related to my career goal to work for Microsoft. My career choice would be to become a member of employee at 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 7 weeks. I will allocate 1 day/ module. My progress is being tracked to set weekly goals to achieve modules and lean from model answers. My target end date Is in-between end July to start of august.* |

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

*In order to secure a role a role at Microsoft, along with completing my degree, I will complete the virtual internship within 7 weeks. In order to accomplish stable knowledge I’ll refer the tutorials and resources provided to me. This will help me boost my profile and prove myself as a worthy candidate to the company.*

*For measure the outcome I will set date of completion to end of task of virtual internship. I give my 100% efforts for each task which I have to complete. I will review my process on each end of week and make sure I am on track. I would also get guide form my mentors to track my process.*

*Yes, my skills and knowledge are sufficient for the program. This time is best suited for this work as everyone is quarantined at their homes. My time and resources are well managed for this task of virtual internship. I think I will able to achieve this goal although some tasks may be more challenging than others but should be achievable.*

*Yes, totally worthy of my time and effort. This is directly related to my career goal to work for Microsoft. My career choice would be to become a member of employee at Microsoft.*

*I need to complete this virtual internship within 7 weeks. I will allocate 1 day/ module. My progress is being tracked to set weekly goals to achieve modules and lean from model answers. My target end date is in-between end July to start of august.*

*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.*