**Checklist for Writing Effective Performance Objectives**

The checklist below provides criteria to help you evaluate the effectiveness of your performance objectives.

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| ☐ | 1. Does the performance objective clearly link to the strategic goals or objectives of the organization?
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| ☐ | 1. Does the performance objective clearly link to the goals or objectives of the work unit and/or your manager?
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| ☐ | 1. Does the performance objective relate to a critical or important work activity you perform (Was the objective written using a position description, duty statement, performance example, or other guidelines as a reference to ensure relevance?)?
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| ☐ | 1. Is the performance objective broad or flexible enough to allow for minor changes in your job (e.g., receive an important new project) to occur and have the objective still apply?
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| ☐ | 1. Is completing the performance objective within your control, given environmental constraints and available resources?
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| ☐ | 1. Is the performance objective appropriate to your work categories and work level?
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| ☐ | 1. Does the performance objective provide a degree of challenge that will stretch you, yet will still be achievable?
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| ☐ | 1. Does the performance objective specify an end result rather than just the work activity?
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| ☐ | 1. Is the result described in the performance objective observable or verifiable?
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| ☐ | 1. Does the performance objective include at least one type of measurement (e.g., quality, quantity, cost-effectiveness, or timeliness)?
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| ☐ | 1. Does the performance objective specify a period of performance (i.e., is it time-bound, such as “within one month” or “by June
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| ☐ | 1. Can the performance objective be accomplished within a single evaluation period?
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| ☐ | 1. Is the performance objective written in a way that allows you to exceed it (i.e., it is not written as pass/fail and avoids using words like *all, always,* or *never.*)?
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| ☐ | 1. Is the performance objective written in a way that avoids the use of jargon or acronyms?
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| ☐ | 1. Is the performance objective focused around a single result or outcome?
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