**Checklist for Writing Effective Performance Objectives**

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

|  |  |
| --- | --- |
| ☐ | 1. Does the performance objective clearly link to the strategic goals or objectives of the organization? |
| ☐ | 1. Does the performance objective clearly link to the goals or objectives of the work unit and/or your manager? |
| ☐ | 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?)? |
| ☐ | 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? |
| ☐ | 1. Is completing the performance objective within your control, given environmental constraints and available resources? |
| ☐ | 1. Is the performance objective appropriate to your work categories and work level? |
| ☐ | 1. Does the performance objective provide a degree of challenge that will stretch you, yet will still be achievable? |
| ☐ | 1. Does the performance objective specify an end result rather than just the work activity? |
| ☐ | 1. Is the result described in the performance objective observable or verifiable? |
| ☐ | 1. Does the performance objective include at least one type of measurement (e.g., quality, quantity, cost-effectiveness, or timeliness)? |
| ☐ | 1. Does the performance objective specify a period of performance (i.e., is it time-bound, such as “within one month” or “by June |
| ☐ | 1. Can the performance objective be accomplished within a single evaluation period? |
| ☐ | 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.*)? |
| ☐ | 1. Is the performance objective written in a way that avoids the use of jargon or acronyms? |
| ☐ | 1. Is the performance objective focused around a single result or outcome? |