Performance Objective Preparation Guide

A performance objective defines the work the person needs to do, not the skills required. It's what a person <u>does</u> with what they <u>have</u> that determines success. In preparation for our launch meeting, please follow these steps to create the primary objectives for the role. Let's define 2-5 performance objectives that are essential to the success of this particular function. Repeat for each role, as needed.

Define the (2-5) Performance Objectives per Role
Optional: Follow SMART Format (**S**pecific task, **M**easurable goal, **A**ttainable/realistic, **R**esult needed, **T**imeframe)

- What is the major objective or biggest challenge?

- What does the person need to do to be successful in 90, 180, 270, 365 days? How is success measured (metrics/results)?

- What needs to be done first?

- What is the biggest technical challenge? For each skill you should consider, "What does the person need to do with the skill"?

- Explain problems or improvements needed.

- What do the best people do differently than average people?

- Describe the environment (pace, decision-making, resources, team, manager, culture).

- Outline strategic or creative issues.