



## Understanding Performance Objectives

<b>What are Performance Objectives?</b>	<ul style="list-style-type: none"><li>• A performance objective is a specific end result that contributes to the success of the unit or organization and that an employee is expected to accomplish or produce during the performance rating cycle. Note: Performance Objectives are related to the job duties, but they are not duplicative.</li><li>• Performance objectives provide focus to an employee's work to ensure that his or her actions are directed toward achieving important mission-related outcomes.</li><li>• Performance objectives specify the outcome or end result of the employee's job duties and responsibilities.</li><li>• Use S.M.A.R.T. (Specific, Measurable, Achievable, Relevant and Time-Bound) method for establishing expectations.</li></ul>
<p><b>Examples:</b></p> <p><b>Note:</b> Some performance objectives may not include the entirety of the SMART criteria, but they should include several of the criteria.</p> <p><b>Job Duty:</b> Process incoming travel requests. <b>Performance Objective:</b> Process and approve/disapprove all travel requests for the Division following the Dept. of Accounts policies. Complete 90% of approval notices within 10 business days of receipt and result in successful audit results with minimal errors. <b>Comments:</b> Includes <b>Specific</b> expectations, quantifiable and qualifiable <b>Measures</b>, is <b>Achievable</b> and <b>Relevant</b> to the Job Duty, and a <b>Time</b> related expectation. *****</p> <p><b>Job duty:</b> Facilitate informational training sessions, as requested, for new employees. <b>Performance Objective:</b> Facilitate informational training sessions to new employees on how to use the agency's internal online tools within 30 days of their employment. Achieve a 90% satisfaction rate from employee training feedback surveys over the course of the evaluation period. <b>Comments:</b> Includes a <b>Specific</b> expectation with a quantifiable <b>Measure</b>, is <b>Achievable</b> and <b>Relevant</b> to the job duty and includes a <b>Time</b> related expectation.</p>	

How many Performance Objectives are required?	<ul style="list-style-type: none"> <li>A minimum of 3 or up to 5 Performance Objectives shall be assigned.</li> </ul>
Are Performance Objectives Weighted?	<ul style="list-style-type: none"> <li>Performance Objectives account for a total of 80% of the overall performance rating for the annual cycle.</li> <li>Supervisors must <b>assign a weight to each performance objective</b> and ensure the total weights equal 80%.</li> </ul>
<b>Examples of Weightings:</b>  <b>Position DGS00xyz:</b> Four Performance Objectives are assigned to the Position Description. The Supervisor assigns a weighting of 40%, 20%, and 10% to the two remaining objectives which equal a total of 80%.  <b>Position HRM00abc:</b> Five Performance Objectives are assigned to the Position Description. The Supervisor assigns a weighting of 30%, 25%, 10% to two objectives and 5% to equal a total of 80%.	
Impact on the Annual Rating	<ul style="list-style-type: none"> <li>Supervisors should consider the self-evaluation ratings and comments submitted by the employee for each performance objective.</li> <li>A rating must be applied to each performance objective.</li> <li>Using the assigned weight for each performance objective, PageUp will calculate an overall rating for the Performance Objectives.</li> </ul>
<b>Examples:</b>  Position DGS00xyz: Objective 1 (40%) received 4 stars or Highly Successful Objective 2 (20%) received 2 stars or Partially Successful Objective 3 (10%) received 3 stars or Successful Objective 4 (10%) received 4 stars or Highly Successful <b>Combined Rating for Performance Objectives is 3 stars or Successful.</b>	