



Performance Goals – Staff Worksheet

Your manager has asked you to partner in writing your performance goals.

Consider the work to be done, and the desired result. Describe the result desired by using the following three elements:

- Outcome
- Measurement
- Timeframe

Each element is described in more detail below.

Outcome

An outcome describes what needs to be achieved. Outcomes will vary in scope. Some performance goals may be single tasks. Other performance objectives may be large scale projects.

Example:

To improve the response time required for inquiries

Measurement

The measurement defines how you and your manager will describe the work to be done and how your manager will assess whether the work has been successfully completed.

Example:

To improve the response time required for inquiries

From the current 10.5 hours to 7.5 hours

Timeframe

The timeframe establishes a specific target date for the results to be achieved. Establishing a clear timeline enables you to set appropriate priorities when completing multiple tasks. It also avoids differing assumptions between you and your manager about the priority of the task.

Example:

To improve the response time required for inquiries

From the current 10.5 hours to 7.5 hours

By the end of the fall semester

