



How to ... set performance objectives?

Here are three top tips to help you set achievable performance objectives. Created in response to an enquiry from a small organisation with limited resources. Version 1

I create these 'how to ...' sheets for clients when I am working on specific projects. They are shared on the basis that they are a 'snapshot' of good practice and advice and not a definitive guide. I update them occasionally, so watch out for new versions and for 'How to ...' sheets on other topics. Feedback is always welcome, Sally.



TIP ONE – SET SMART GOALS

Specific: Create goals that are clear and explicit
Measurable: Ensure the goal is measurable so that progress can be tracked
Achievable: The goal should be attainable by the employee, but also provide stretch
Relevant: The goal should align with others' goals but also be meaningful to the employee
Time-based: Set a target date for meeting the goal



TIP TWO – IT'S AN OPPORTUNITY TO INCREASE EMPLOYEE ENGAGEMENT

A blog on www.mckinsey.com recommends three points for effective goal setting which, in turn, will lead to increased engagement:

- Involve the employee from the beginning to the end
- Link individual goals to business goals
- Monitor and adapt goals in real time

www.mckinsey.com/business-functions/organization/our-insights/the-organization-blog/how-effective-goal-setting-motivates-employees



TIP THREE – CASCADE FOR COMMUNITY

Objective setting should start with the most senior people. Their performance objectives should then cascade through the organisation and be tailored to particular roles. There are many benefits of this, not least being that people can see how they fit in and relate to each other. Connecting in this way can create a sense of community across the organisation. This works for individuals and departments too.

There are heaps of resources online about this – just search 'cascading personal objectives'

A final word – seeking HR advice is always valuable.