**Checklist for identifying performance objectives**

The success of a performance appraisal scheme is heavily influenced by the performance objectives that are agreed between the employee and their line manager. These objectives will apply for the duration of the upcoming appraisal period and will influence whether the employee is achieving expectations or not.
When considering and identifying agreed performance objectives, the following matters can be considered:

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| [ ]  | Ensure the objectives are discussed in full with the employee at the appraisal meeting.  |
| [ ]  | Are the objectives realistic? |
| [ ]  | Are the objectives measurable?  |
| [ ]  | Do the objectives relate to the employee’s job role and the organisation’s future business objectives? |
| [ ]  | Do the objectives require the employee to go further than their normal day-to-day responsibilities?  |
| [ ]  | Have the objectives been clearly explained? |
| [ ]  | Has the method of achieving the objectives been discussed and explained, where appropriate? |
| [ ]  | Does the employee understand how the objectives will be measured? |
| [ ]  | Will the employee require additional training to achieve the objectives? If so, ensure this is arranged without delay.  |
| [ ]  | Will the employee require additional support to achieve the objectives? If so, ensure this is arranged without delay.  |
| [ ]  | Does the employee understand the consequences of failing to meet the objectives?  |
| [ ]  | Ensure the objectives are agreed by the employee before confirming these apply.  |