



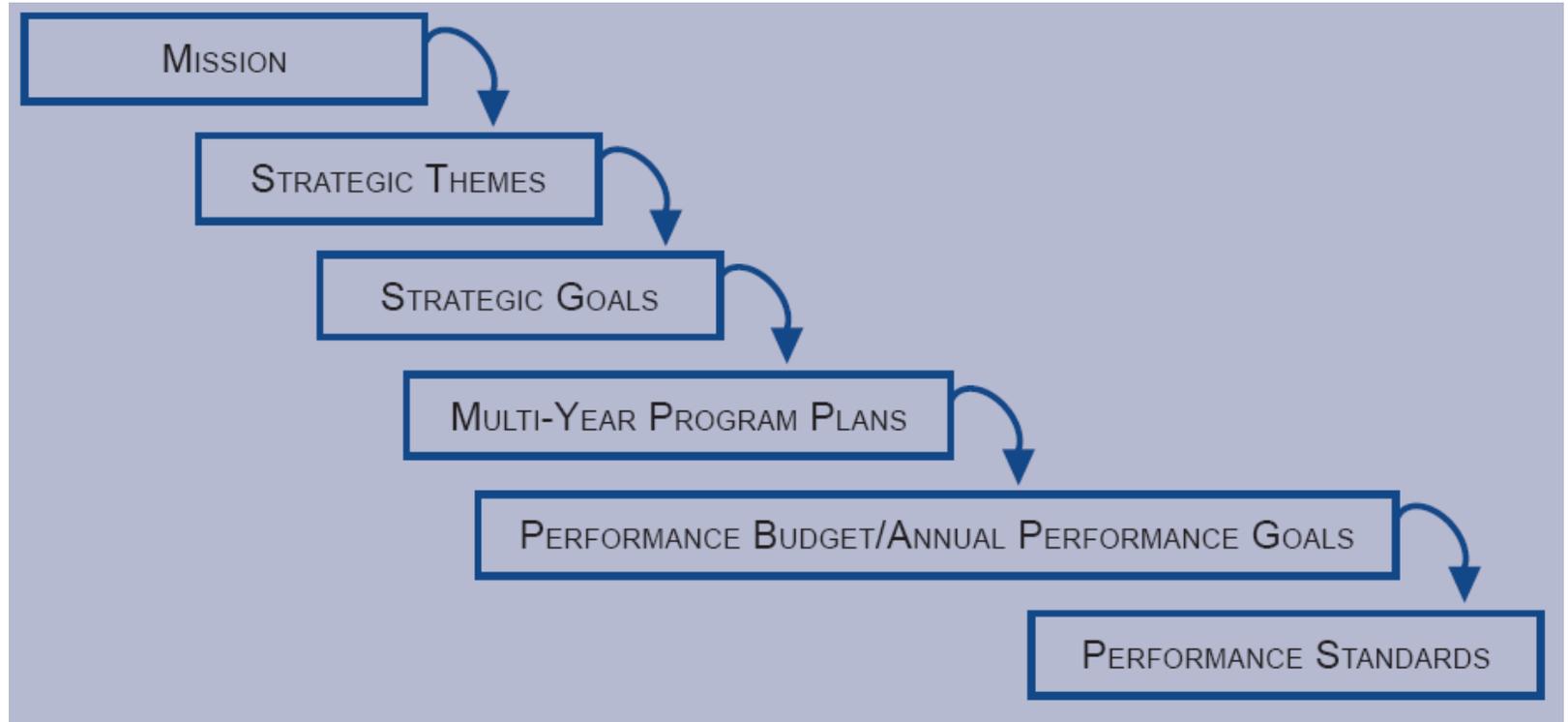
# Writing Results-Based Performance Standards

Performance Liaisons Meeting/Call

September 26, 2007



# Performance Cascade



# SMART Line-of Sight Tactic

<b>Specific:</b>	Goals relate to a desired products of effort/contribution that are clearly understood by the employee
<b>Measurable:</b>	Progress can be assessed readily and objectively
<b>Achievable:</b>	Goals are set based on a realistic (65-70%) probability of achievement
<b>Results-based:</b>	Goals hold employees accountable for achieving results appropriate to their level of responsibility; describes intended accomplishments, products, outcomes or deliverables
<b>Time-focused:</b>	Time period for completion is defined when the goal is established



## A Template for Writing Standards...

WHAT

(Verb +Noun)

By

WHEN / HOW / WHY

(e.g. Timeframe/Method/Purpose)

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Reduce overtime in XYZ office from 150 hours/month to 50  
hours/month

*by*

*By 4<sup>th</sup> quarter FY07 in order to improve organizational efficiency.*