



Objectives & Standard Setting Form (also used for 1-2-1s) for 2020/21

Employee:		Line Manager:	
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Strategic Objective:	Team Objective:	Objective/Standard:	How will success be evaluated?	Action/Progress: <i>Comments can include reasons why the objective/standard has not been met so far</i>	Date Agreed	Completion Date or Milestone:	Objective Met
							Yes No
							Yes No
							Yes No
							Yes No

Strategic Objective:	Team Objective:	Objective/Standard:	How will success be evaluated?	Action/Progress: <i>Comments can include reasons why the objective/standard has not been met so far</i>	Date Agreed	Completion Date or Milestone:	Objective Met
							Yes No
							Yes No
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Strategic Objective:	Team Objective:	Objective/Standard:	How will success be evaluated?	Action/Progress: <i>Comments can include reasons why the objective/standard has not been met so far</i>	Date Agreed	Completion Date or Milestone:	Objective Met
							Yes No
							Yes No

Signatures

Employee:		Date:	
Line Manager:		Date:	

- (1) All objectives/standards should be agreed between **line manager** and **employee**. Where reasonable these should stretch the employee
- (2) Agreed performance objectives/standards should always align with **team objectives** and **strategic objectives/key deliverables**
- (3) There is no set number of objectives/standards that should be set per person. These should just be achievable in the time available
- (4) Make use of **SMART** (specific, measurable, achievable, relevant and timely) when setting objectives and **AUOM** (achievable, understandable, observable and measurable) when setting standards
- (5) Sign and date this document to confirm that a 1-2-1/appraisal (delete as appropriate) has taken place