

SAMPLE OBJECTIVES

Legend:

- U = Unsatisfactory
- NI = Needs Improvement
- ME = Meets Expectations
- EE = Exceeds Expectations
- E = Exceptional

NOTE: See PPM Chapter 4080 for Definitions

Objectives

Measurement Tracking Method

<p>Complete a detailed physical inventory of mowing equipment by month/day/year.</p>	<p>< 70% complete = U < 90% complete = NI 100% complete = ME 100% complete with high level of detail and no errors = EE or E</p>
<p>Attend small engine maintenance and repair workshop by month/day/year.</p>	<p>NO = U Yes = ME</p>
<p>Provide essential office support for the department each day beginning at 8:00 am through 12:00 noon and 1:00 pm through 5:00 pm, be available to answer telephone calls and greet clientele.</p>	<p>< 70% complete = U < 90% complete = NI 100% complete = ME</p>
<p>Take online training in Microsoft Excel to become proficient by month/day/year.</p>	<p>NO = U YES = ME</p>
<p>Compile, sort, and distribute statistical information to the various units within the department on a monthly basis.</p>	<p>< 70% complete = U < 90% complete = NI 100% complete = ME 100% complete with high level of detail and no errors = EE or E</p>
<p>Enter payroll with no more than three payroll adjustments due to timekeeper entry error each quarter</p>	<p>6 or more = U 4-5 = NI 3 = ME 1-2 = ME 0 = E</p>
<p>Complete all data fields on every data entry screen making little to no errors.</p>	<p>< 70% complete = U < 90% complete = NI 100% complete = ME 100% complete with high level of detail and no errors = EE or E</p>

Objectives

Measurement Tracking Method

<p>Complete self-defense training by month/date/year.</p>	<p>NO = U YES = ME</p>
<p>Complete the annual budget process by month/day/year.</p>	<p>NO = U YES = ME</p>
<p>Supervise assigned classified employees and student assistants daily to ensure that the department's accounts payable is completed in an accurate and timely manner.</p>	<p>Accounts Payable not completed timely = U Accounts Payable completed timely but with errors = NI Accounts Payable completed timely and mostly accurately = ME Accounts Payable completed early and/or with high degree of accuracy = EE</p>
<p>Investigate new techniques for improving business office procedures and present new techniques by month/day/year.</p>	<p>NO = U YES = ME</p>
<p>Improve customer satisfaction survey results by 10% over last year by the end of Fiscal Year 20XX.</p>	<p>< 8% = NI 10% - ME > 10% = EE > 15% = E</p>
<p>Move all files prior to 2005 to storage and create a tracking list of file names and location for easy reference by month/day/year.</p>	<p>< 70% complete = U < 90% complete = NI 100% complete = ME 100% complete with high level of detail and no errors = EE or E</p>
<p>Correctly and consistently refiles patient medical records after every appointment.</p>	<p>Never = U Sometimes = NI Always = ME Always and suggests/makes improvements to improve efficiency = EE</p>
<p>Maintain farm equipment to assure machinery operates in satisfactory manner.</p>	<p>Equipment is poorly maintained = U Equipment is in good working order = ME Equipment is in excellent working order = EE</p>
<p>Collect and record data daily by measuring trees and counting insects.</p>	<p>Is not consistent or accurate = U Is either consistent of accurate but not both = NI Consistently and accurately records data = ME</p>
<p>Scrub walls and detergent scrub floors with semi-automatic scrubbing equipment at least once a month.</p>	<p>< 9 times/year = U < 10 times/year = NI 12 times/year = ME > 12 times/year = EE</p>
<p>Follow menus and use standardized recipes daily to produce consistently high quality foods.</p>	<p>Never = U Sometimes = NI Always = ME</p>