Performance Planning Checklist

I. Clarify the Key Performance Area

☐ Does the Key Performance Area support department, school/division goals and university goals?

☐ Does the Key Performance Area relate to responsibilities outlined in the job description?

☐ Is the Key Performance Area clear and understood by both the manager and the employee?

☐ Is the Key Performance Area challenging and realistic?

II. Determine How Results will be Measured

☐ Do the Key Performance Areas reflect specific performance measures such as costs, target numbers and percentages?

☐ Have specific milestone targets and completion dates been identified?

☐ Is there agreement on what is to be achieved?

III. Ensure Key Performance Areas Can Be Achieved

☐ Are there sufficient resources available for the task?

☐ Does the employee have the required competencies to carry out the tasks?

☐ Does the employee have the authority to act?