

## Key Points in Writing Performance Standards

- ✓ Employee feedback should be solicited when performance standards are developed or revised.
- ✓ The more specific the performance standards are, the more valid and measurable they will be.
- ✓ It is essential to determine **how** the performance standard will be measured, how much time is required to measure it, and whether it reflects a priority of the job.
- ✓ Performance standards should be written to define the expectations of a **satisfactory** employee. Several key words are used throughout the Employee Performance Review Form that help define a satisfactory employee – usually, adequate, and acceptable.
- ✓ The number and type of performance standards should be as inclusive as necessary to adequately measure the expectations of each job factor.
- ✓ Performance standards should be consistent with agency mission, vision, values, policies, and priorities.
- ✓ Employees in the same classification doing the same or similar work must have the same performance standards. Classification is determined by OCYF.

