

Writing Performance Standards Activity Checklist



- ✓ Is the performance standard consistent with agency mission, vision, values, policies, and priorities?
- ✓ Does the performance standard reflect expectations of a satisfactory employee?
- ✓ Is the performance standard specific?
- ✓ Is the performance standard measurable? (how much, how well, to what level or degree)
- ✓ Is the performance standard action-oriented? (behavior)
- ✓ Is the performance standard realistic?
- ✓ Is the performance standard time-bound? (when)