

Guide to Writing "SMART +" Performance Objectives

4. Make the objective clear to an external audience
 - Avoid the use of technical jargon or acronyms
 - Provide one or two sentences that describe background or project-related information
5. Write the objective at the "Successful" level of performance
 - Refer to the *Work Level Descriptions* table in your guidebook (page 18)
 - Refer to the *Accomplishment Evaluation Criteria* table in your guidebook (page 22)



Guide To Writing Effective Performance Objectives

Ying-Ying Zheng



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