

## A BRIEF GUIDE TO SETTING SMART OBJECTIVES

This guide has been written to support reviewers in writing SMART objectives within the SRDS framework. These guidelines cover the following.

1. **Why set objectives**
2. **How to set objectives**
3. **Setting SMART objectives**
4. **Setting SMART objectives within the SRDS process**
5. **Hints and tips**
6. **Further support**

### 1. **Why set objectives?**

Objectives are one of the key components to the University's staff review and development scheme (SRDS). They clarify expectations between the reviewer / line manager and the reviewee for the coming year and provide the basis for the following year's assessment. Setting objectives is not an easy process but once set they provide a useful benchmark from which you can identify development needs, and monitor and support performance over a period of time. Clear objectives are also a useful management tool, helping managers to identify what is being done, by whom and when.

### 2. **How to set objectives?**

#### **Information you will need**

Within the SRDS process you will need the following information in order to set objectives:

- **The individual's job summary/ job description**  
This gives an outline of what is expected of someone in a specific role (regardless of who that person is!). The language used in the summary provides you with an idea of the level expected of someone in that role e.g. to co-ordinate or to manage, to supervise or to do, to evaluate use or to support use etc. You will also be expected to take into account the individual's circumstances e.g. length of experience/ time in post and working arrangements.
- **Departmental and/or team objectives**  
The departmental and/or team's objectives identify the main areas that the individual's objectives should cover. It's worth noting at this point that staff would normally be set between three and six objectives within the SRDS process.
- **The individual's SRDS form**  
Reviewees are encouraged to identify their own objectives as part of the self-reflection process in section C of the form. Where reviewees have completed this part of the form, the information contained in this section gives you a good starting point from which to either develop or re-negotiate the objectives identified so far.