Below you will find some sample objectives for employees. The examples are categorised by job role.

Please note that these are examples only and may not be appropriate for the reviewee's job role. They should be viewed as suggestions to help you formulate objectives that are more appropriate for the role and made SMART. The aim of the examples is to illustrate the structure of objectives.

Research

- To develop a new line of research or approach that will have a broad impact on your field of publication by DATE (this would usually be couched in more specific terms related to the field of research)
- To finish the last two chapters of your book and to get it accepted by an academic press by DATE.
- To write a topical review in a broad interest journal (e.g. Nature, Neuroscience, Current Biology, BioEssays) by DATE.
- To become involved in the organisation of an international conference in your field by DATE.
- To obtain two project grants from a research council by DATE.
- To publish one paper per year on average in one of the top two or three journals in your field, depending on the number of existing titles.
- To submit three research grant applications by DATE.
- To actively seek to develop collaboration with University colleagues and with internationally-leading groups abroad over the next 12 months.
- To seek out opportunities to become a member/chair on committees of relevant research-based national and international bodies over the next 12 - 18 months

Teaching

- To take an active part in the development of a new module on SUBJECT by DATE (relating to a specific area of research).
- To develop innovative methods of teaching and learning and/or assessment in relation to two teaching modules by DATE.
- To develop a new degree programme by DATE.
- To develop a substantial revision of .... (existing programme) by DATE.
- To gain significant external funding (£....) for the development of teaching and learning methods by DATE.
- To take on the role of Degree Programme Director by DATE.
- To play a major role in Subject review (Enhancement-led University Review or external) commencing DATE.
- To assume responsibility for the xxxxxx lecture course by DATE.
- To suggest improvements that could be made on the xxxxx programme and to seek the approval and backing of TLC before implementation.
- To apply for an Excellence in Teaching Award next academic year

Management

- To devise and implement procedures for monitoring student attendance and for collecting student assignments by end DATE.
- To introduce Annual Staff Reviews for all levels of staff in the xxxx section by DATE.
- To introduce monthly team meetings for all staff by end of DATE.
- To prepare and present the Annual Departmental Strategic Plan using PowerPoint by DATE.
- To produce training and development plans for all team members in consultation with them by end DATE.
- To review the procedures used for course evaluation and bring forward proposals for change to the meeting of the Board of Studies in DATE.
- To write a paper for Executive Board re departmental quality review by DATE.
- To monitor departmental activities and to make suggestions for improvements that highlights value adding tasks by DATE.

Administrative

- To ensure that the departmental website is updated every three months to take into account departmental changes.
- To ensure that all correspondence is answered using the correct procedure within two working days.
- To ensure that all changes to the departmental diary are communicated by e mail to departmental staff affected within one working day.
- To attend a PowerPoint Presentations training session by DATE.
- To prepare and present the Annual Strategic Report and Presentation using PowerPoint by DATE.
- To ensure that the database regarding student attendance and assignment marks is updated fully by DATE.

Facilities

- To ensure that all work requests are responded to within three working days
- All tasks are carried out according to the procedural guidelines for the task
- Customer satisfaction questionnaires indicate an average of 90% satisfaction rate for work carried out.
- The security rota is followed and all buildings checked according to the rota with any problems reported to supervisor immediately
- All stores and stockrooms are kept tidy and all re-orders are processed within one working day.
- Health and safety guidelines are followed and health and safety standards met or exceeded
- PAT testing on electrical equipment is carried out by due date and all repairs completed.
- A system is established that ensures all visitors on site are issued with parking permits before day of visit.

Technical

- A complete and updated inventory of all laboratory equipment is completed by DATE.
- A service and repair rota for all departmental microscopes is fully operational by DATE.
- Accuracy of departmental equipment is increased by 10% by DATE.
- The departmental health and safety policy and guidelines are reviewed and re-circulated to all technical staff by DATE.
- A training and development plan is developed for all technical staff that indicated who has enrolled and attended technical training courses within the department.
- To ensure that all requests for technical help are actioned within one working day.

Operational

- The cleaning rota for the college is followed and all cleaning duties are carried out according to the rota.
- BICS standards are followed for all cleaning duties.
- All conferences are set up according to client requests at least one-hour before the client's event is due to commence.
- The accredited door supervisor course is taken and passed by DATE.
- All client feedback forms show that clients are fully satisfied with porters.
- Out of hours desk and telephone is manned according to rota and any out of hours problems and issues are reported to day supervisor by 9:30 am next morning.
- All requests from guests are answered within 30 minutes.