

# Management by objectives review template



## Previous period objectives

- Objectives set at the beginning of the period
- Assessment of whether each objective was achieved, partially achieved, or not achieved
- Explanation for the level of achievement

## Overall performance rating

- Overall assessment of the achievement of objectives
- Quantifiable rating (using a pre-defined scale, for example, 1-5)

## Feedback on performance

- Strengths demonstrated in achieving objectives
- Areas for improvement
- Challenges encountered and how they were overcome

## New objectives for the next period

- Definition of new objectives, being specific, measurable, achievable, relevant, and time-bound (SMART)
- Explanation of why each objective is important and how it aligns with organizational goals

## Resources and support needed

- Identification of resources, training, or support needed to achieve the new objectives



## Employee comments

- Employee's feedback on the objectives set and the review process

