

### DSA Objectives and Key Results Rubric

Criterion (Score 0 if element is absent)	Below Expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)	Score
Operational/ Quality	Late submission. Projected results are unclear, not appropriate for objective, Missing key components; by date, projected numbers/percentages.	Submitted in a timely manner. Objective and results are appropriate and clear. Programmatic efforts and services incorporate focus areas of DSA mission.	Submitted before due date. The strategic focus areas of the DSA mission are appropriately referenced and is supported by the results expected. Use of past data & analysis for expected results.	
Objective	Objective lack detail. It does not connect to either focus areas of the DSA mission: Health, Connection, and Learning and/or the department's mission/goal	Objective connects to one of the DSA focus areas. Objective supports growth and/or a positive change in the department. Objective supports the sustainability of programs and/or services offered by the department.	Objectives cascades OKRs from the supervisors. OKRs are derived from supervisor's OKRs. Objectives supports the department and division. Objective is consequential and important.	
Key Results	Key results are not written in a complete sentence, does not support objective, lack comparison of previous data or feedback collected by the department and/or lack a specific time frame of beginning to completion.	Number of key results are appropriate given the objective statement and are congruent with objectives. Key result success if achieved serves as clear proxies indicating objective success.	Proposed key results are supported by past data, feedback as a starting point to achieve objective. Reasonable and expert use of <b>SMART</b> goals. Appropriate use of direct, indirect, formative, and summative key result framing options.	
Background	Not provided or perfunctory in nature.	The narrative provides enough context allowing knowledgeable colleagues (perhaps 2-3 years in the future) to reasonably understand the issues/circumstances leading to the current OKR.	The narrative is well written, succinct but strategically descriptive. The submission describes specific data and/or past OKR analyses to substantiate the current OKR.	
Next Steps	Not provided or perfunctory in nature.	Next steps appear to be meaningful and important to accomplishing the OKR.	Next steps reflect input and approval from your supervisor.	

### SMART Goals

- Specific (simple, sensible, significant).
- Measurable (meaningful, motivating).
- Achievable (agreed, attainable).
- Relevant (reasonable, realistic and resourced, results-based).
- Time bound (time-based, time limited, time/cost limited, timely, time-sensitive).

### References

*The History and Evolution of SMART Goals.* (2021b, March 16). Achieve It. <https://www.achievet.com/resources/blog/the-history-and-evolution-of-smart-goals>. Retrieved on June 23, 2021.