

# Performance Plan and Evaluation

This form is used to communicate the performance expectations for a classified position to the employee. The expectations are developed annually at the beginning of each new work cycle or within 30 days of a new employee being hired into the position. Signature approval is required from the supervisor, the reviewer for the position and the employee. Changes may be made to the expectations during the performance cycle within certain guidelines. Please contact Human Resources for detailed information on appropriately changing the expectations for an employee once established.

## Position Identification Information

Work Cycle (i.e. 10/25/02 – 10/24/03):		Date Prepared:	
Employee Name:		Employee SS#:	
Position Number:	Department:		
Role Title:	Role Code:	Pay Band: <b>2</b>	
Position's Working/Functional Title:			
Supervisor's Position Number:	Supervisor's Functional Title:		
Reviewer's Position Number:	Reviewer's Functional Title:		

Major Tasks/Responsibilities and Expectations	Rating
<p><b>A. Performance Management:</b> (required for classified employees who supervise other classified employees)</p> <ul style="list-style-type: none"> <li>Expectations for employees supervised are clear, well communicated, and relate to the goals and objectives of the department or unit;</li> <li>Staff supervised receive frequent, on-going, constructive feedback, including interim evaluations as appropriate;</li> <li>The requirements of the performance planning and evaluation system are met and evaluations are completed by established deadlines with proper documentation;</li> <li>Performance issues are addressed and documented as they occur.</li> </ul>	<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor  Comment:
<p><b>B.</b></p>	<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor  Comment:

C.	<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor  Comment:
D.	<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor  Comment:
E.	<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor  Comment:
F.	<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor  Comment:
G.	<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor  Comment:
H.	<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor  Comment:

**Special Assignment(s)**

As special assignments become known throughout the work cycle, the nature of the project and the expectations for the employee need to be added to this document. If added after the signed expectations have been submitted to Human Resources, the addition(s) must be initialed and dated by the supervisor, the reviewer and the employee. A new copy of this page must then be sent to the Human Resources Office, Box 6889, to be attached to the original document.

<b>Duties/Responsibilities and Expectations</b>	<b>Rating</b>
	<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor  Comment:
	<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor  Comment:

The following expectations are based on departmental or unit objectives for creating an efficient and productive workforce. Examples would be attendance, work ethic, initiative, etc.

<b>Department/Unit Objectives and Expectations</b>	<b>Rating</b>
	<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor  Comment:
	<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor  Comment:
	<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor  Comment:
	<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor  Comment:

## Employee Development Plan

Personal Learning Goals
Learning Steps/Resource Needs

## Overall Results Assessment and Rating Earned

<p><b>Overall Rating Earned</b></p> <p><input type="checkbox"/> Extraordinary Contributor</p> <p><input type="checkbox"/> Contributor</p> <p><input type="checkbox"/> Below Contributor</p>	<p>An employee must receive at least <b>three</b> <i>Acknowledgment of Extraordinary Contribution</i> forms during the performance cycle in order to receive an overall “Extraordinary Contributor” rating during the same performance cycle. However, the receipt of three <i>Acknowledgment of Extraordinary Contribution</i> forms <b>does not</b> guarantee an overall performance rating of “Extraordinary Contributor” for that performance cycle.</p> <p>An employee must receive at least <b>one</b> <i>Notice of Improvement Needed/ Substandard Performance</i> form during the performance cycle in order to receive an overall “Below Contributor” rating during the same performance cycle. Receipt of one or more of these forms <u>does not</u> automatically warrant a “Below Contributor” rating.</p> <p>An employee who earns an overall rating of “Below Contributor” must be reviewed again within three months.</p>
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## Signatures

<p>Supervisor’s Comments:</p> <p>.</p> <p>Supervisor’s Position Number:</p>	<p>Signature:</p>  <p>Print Name:</p>	<p>Date:</p>
<p>Reviewer’s Comments:</p>  <p>Reviewer’s Position Number:</p>	<p>Signature:</p>  <p>Print Name:</p>	<p>Date:</p>

**\* If an employee was given an overall, annual rating of “Extraordinary Contributor” or “Below Contributor”, a signature from the department head/director is required (if that individual is not the supervisor or reviewer) prior to the supervisor discussing the evaluation with the employee.**

Department Head/Director Comments: (if not the supervisor or reviewer)	Signature:          Print Name:	Date:
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Employee's Comments:	Signature:          Print Name:	Date:
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**Prior to submitting the finalized evaluation to Human Resources, please be sure all required signatures have been obtained and any required, supporting documents are attached.**