 Performance Development Plan

|  |
| --- |
| **SECTION A (to be completed by the supervisor)** |
| **Part 1 - Employee Identification**Employee: Click or tap here to enter text. Date of Hire:Click or tap here to enter text.Title: Click or tap here to enter text.Dept: Click or tap here to enter text.Division: Click or tap here to enter text.Supervisor: Click or tap here to enter text. Title: Click or tap here to enter text.Evaluation Period Covered: **July 1, 2023** to **June 30, 2024** |
| **Part 2 - Major Job Responsibilities*****List major job responsibilities, referring to Key Job Function/Duties of employee’s Position Description.***Responsibilities to Evaluate:Click or tap here to enter text. |
| **Part 3 - Goals from Past Performance Cycle*****List goals from past performance cycle. Refer to prior performance cycle form.***Click or tap here to enter text. |

|  |
| --- |
| **SECTION B (to be completed by the employee)** |
| **Part 4 - Employee’s Self-Appraisal*****After receipt of completed Section A from supervisor, employee completes self-evaluation. Performance should be evaluated relative to “Major Job Responsibilities” (Part 2) and “Goals from Past Performance Cycle” (Part 3). Include reasons for any goals not met.***Click or tap here to enter text. |

|  |
| --- |
| **Section C (to be completed by the supervisor)**  |
| **Part 5 - Definition of Terms*****Carefully read and review each of these terms. They will be applied throughout the evaluation form.******Performance Description*****Exemplary Makes contributions marked by distinction and excellence, which****result in a significant move forward in meeting University objectives. Exhibits strong leadership qualities in addition to personal initiative and insight. Performance far exceeds expectations.****Accomplished Consistently carries a full work load, fulfills job requirements in all****areas, possesses a competence derived from experience and training, contributes to University goals, occasionally exceeds job expectations.****Meets Expectations Carries an acceptable workload and fulfills job requirements at an****expected level.****Needs Improvement Carries an adequate workload and meets minimal expectations but needs improvement in some areas.****Unacceptable Fails to carry an adequate workload or fails to meet minimal****expectations.** |

|  |
| --- |
| **Part 6 - Competency Assessment*****Supervisor evaluates each competency relative to “Major Job Responsibilities” (Part 2) and “Goals from Past Performance Cycle” (Part 3). Click on the gray area to enter one Performance (Exemplary, Accomplished, Meets Expectations, Needs Improvement, Unacceptable) along with a short descriptive to support the performance.*****Quality of Work:** Displays accuracy, thoroughness, quality of end results; commits to continual improvement and problem prevention; uses judgment to identify and resolve issues.**Please Choose****Quantity/Timeliness of Work:** Accomplishes appropriate level of work; meets commitments on schedule.**Please Choose****Job Knowledge:** Effectively uses expertise in specialized field of work; exercises new information and skills; understands work responsibilities and job tasks; keeps current in field.**Please Choose****Initiative:** Works independently and anticipates and meets organizational needs; persists in seeking solutions to problems both within and beyond areas of direct responsibility.**Please Choose****Innovation:** Offers creative suggestions for improvement and develops new and unique approaches to work processes and products; uses technology to enhance efficient and effective job completion.**Please Choose****Communication Skills:** Understands and communicates clearly in written and oral communication; keeps supervisor and others informed.**Please Choose****Attitude/Effective Relations:** Exhibits positive and professional attitude toward internal and external customers and associates; accepts change and new responsibilities willingly; builds external and internal bonds; respects diversity; adheres to and complies with University policies and procedures.**Please Choose** **Leadership**: Identifies new programs and opportunities; establishes goals, vision, direction and strong support among team members.**Please Choose****Teambuilding:** Shares and builds knowledge across team; coaches and mentors other team members.**Please Choose** |

|  |
| --- |
| **Part 7 - Professional Strengths and Significant Accomplishments** |
| ***Describe, in narrative, the employee’s strengths and significant accomplishments over the last review cycle, particularly in those categories marked “Exemplary.”***Click or tap here to enter text. |
|  |
| **Part 8 - Areas for Development*****Describe, in narrative, the employee’s areas for development, particularly in those categories marked “Needs Improvement” or “Unacceptable.”***Click or tap here to enter text. |

|  |
| --- |
| **Part 9 - Overall Performance Assessment*****Summarize appraisal, including the evaluation of major job responsibilities and achievement of performance cycle goals. Click gray area to type.*****Please Choose** |

|  |
| --- |
| **Section D (to be completed by the employee)** |
| **Part 10 - Employee’s Comments**Click or tap here to enter text. |

|  |
| --- |
| **Section E (to be completed by the employee and the supervisor****together)** |
| **Part 11 - Goals for Next Performance Cycle/Plans for Improvement***After discussion, supervisor and employee agree upon and list goals and improvement plans for the next assessment cycle.*Click or tap here to enter text. |
| Employee’s Signature Date*(Signature signifies receipt of appraisal only and does not necessarily indicate agreement.)*Supervisor’s Signature Date |
| Division Head (as required) Date |
| ***Supervisor: Please provide a copy of the completed Performance Appraisal to the employee and send the original signed copy to Human Resources.*** |