



Performance Development Plan (PDP) Instructions

The Performance Development Plan (PDP) is a tool to support the employee performance evaluation process for classified represented staff. It is formatted to facilitate both performance goal setting and feedback at the end of the performance period. The PDP is organized as follows:

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|----------------------------------|--|
| Performance Expectation Planning | 1. Performance Expectations and Goals |
| | 2. Training and Development Goals/Opportunities |
| | 3. Organizational Support |
| Performance Assessment | 4. Interim Reviews (Optional) |
| | 5. Performance Feedback (Results and Goal achievement) |

Preliminary Steps

- The supervisor and employee meet to review and update the position description form, if needed.
- The supervisor completes the data section at the top of the PDP form.
- The supervisor identifies linkage of employee's position to organizational mission. He/she will request input from or involvement of the employee.
- The college performance evaluation procedures will be followed in completing Parts 1-3 of the PDP.

Performance GOAL /EXPECTATION Planning (Completed at beginning of performance period)

Part 1: Performance Expectations and Goals

The manager and employee meet to determine performance expectations and goals. Typically, goals and expectations noted in the PDP are limited to those that are critical or key to successful job performance. The PDP calls for two categories of performance expectations: Key Results Expected and Key Skills and Abilities Expected.

- **Results Expected** refers to the job performance expectations and goals set for the performance period. Based on the primary areas of responsibility, what are the most important goals and outputs or outcomes expected during the performance period? These goals are the expected results and should be stated in measurable or observable terms, to the degree possible.
- **Skills and Abilities Expected** refers to the skill and ability performance goals set for the performance period. They are measurable or observable skills, and abilities critical to success in a key job role or function. Supervisors should consult with their Human Resources office for any specific direction about what skill and ability goals might be used in this section.

Part 2: Training and Development Goals/Opportunities

In this section the employee and manager will identify key development goals that the employee intends to achieve in the coming year. These are training and development goals and opportunities for the present job and for career advancement.

Part 3: Organizational Support (Optional)

Part 3 is to be completed by the employee only, at his/her option. This is an opportunity for the employee to give the supervisor suggestions as to what other support the employee feels he/she needs to be successful.

Signatures (For performance planning phase):

The supervisor and employee sign the PDP at the end of the performance planning and goal setting phase. The supervisor sends the original completed form to Human Resource Services L3832, retains a copy for their records and provides a copy to the employee, but supervisors should check with their Human Resources office for specific instructions on distribution and filing. The original signed copy of the completed and signed PDP will be placed in the employee personnel file.

Performance Assessment (To be completed at end of performance period)

Part 4: Interim Reviews (Optional)

As an option, Part 4 can be used to document interim performance feedback and the updating of goal expectations for the performance period.

Part 5: Performance Feedback

Part 5 is the final performance review and is to be completed at the end of the performance period. The supervisor schedules a performance feedback session with the employee. Prior to this session, the supervisor and employee meet to schedule and discuss the PDP review process and then separately complete the PDP.

At the feedback session, the employee and supervisor share with one another their draft performance assessments. These responses should be based on observed or verified performance. The aim of the feedback session is to have an open and constructive discussion that leads to an understanding of how well the employee did in meeting expectations during the course of the performance period.

For each Goal or Key Result Expected, the discussion should include the degree to which the goals set and expected were accomplished. For each Skill and Ability Expected/Goal, the discussion should address how well the employee demonstrated the skill or ability goals for the period.

Space is also provided to insert other relevant information. Examples include special achievements, comments about strong performance under unanticipated difficult circumstances, etc.

At the request of either party, the reviewer may be involved in the process.

Comments & Signatures (For performance assessment phase)

The supervisor prepares the final form and shares it with the employee. Both sign the final PDP. Employee may add comments in the employee comment section and /or attached either comments or a rebuttal to their performance evaluation. The form is then referred to the next level manager/ reviewer whose signature indicates that the process has been appropriately followed. The supervisor and manager/reviewer may also add relevant comments concerning the employee's comments and performance.

Typically, the supervisor provides the employee a copy and the original is placed in the employee's personnel file, but supervisors should check with their Human Resources office for specific instructions.

A new performance cycle begins at this point.

EVERGREEN

<u>Performance Development Plan</u>		Position Description Updated <input type="checkbox"/> Yes <input type="checkbox"/> No	Performance Period From To
Purpose of Plan and Review <input type="checkbox"/> Annual <input type="checkbox"/> Trial Service <input type="checkbox"/> Probationary <input type="checkbox"/> Transitional <input type="checkbox"/> Other (specify)			
Employee Last Name	Employee First Name	Employee Middle Name (Initial)	Employee ID Number
Position Class Title		Working Title	Position Number (Object Abbrev.)
Employer (Business Area)		Division (ORG Unit)	Evaluator's Name
Position Linkage With Organizational Mission and Strategic Plan			
What is the organization's mission and how do the duties and responsibilities of this position link or contribute to the achievement of the mission goals, and objectives of the organization? Provide brief summary.			
Part 1: Performance Expectations and Goals			
Based on the position's major responsibilities, outline the key results and skills and abilities expected of the employee during this performance period. Limit the list to those that are key. Check with Human Resources Services regarding any special instructions around determining what skills and abilities to use.			
Key Results Expected			
What are the most important job goals, objectives, outcomes, and/or special assignments to accomplish in order to be successful during this time period?			
Key Skills and Abilities Expected			
What are the most important skills and abilities the employee must demonstrate to perform their position duties successfully?			
Part 2: Training and Development Goals/Opportunities			
What training and development needs, goals and opportunities should the employee focus on during this performance period?			
Part 3: Organizational Support (Optional)			
Part 3 is optional and to be completed <i>only by the employee</i>, at the beginning of the performance period.			
What suggestions do you have as to how your supervisor, co-workers, and/or agency management can better support you in your present job and future career goals?			
Acknowledgement of Performance Plan			
The signatures below indicate that the supervisor and employee have discussed the performance expectations, training and development needs outlined at the beginning of the performance period.			
Date	Evaluator's Signature	Date	Employee's Signature
Note: The performance development plan (PDP) is completed and signed by both parties the supervisor retains one copy and provides a copy to the employee. The original PDP form is placed in the employees personnel file in the Human Resources office.			

Part 4: Interim Reviews (Optional)

Part 4 is an optional section that may be used during the course of the performance period to adjust performance expectations if circumstances change, and/or to document interim feedback sessions

Part 5: Performance Feedback

Provide a narrative assessment of the employee's performance in relation to the Key Results and Skills & Abilities Expected that were outlined in Part 1. The assessment must be based on performance observed or verified.

Key Results Assessment

To what degree did the employee accomplish the expected results and how well were they done?

Key Skills and Abilities Assessment

How well (or how frequently) did the employee demonstrate the behaviors, skills, abilities, and knowledge expected?

Comments and Signatures

This performance development plan report is based on my best judgment.

Comments by supervisor maybe attached or written in this box

Supervising Evaluator's Signature

Date

By my signature, I hereby acknowledge that this performance report has been discussed with me.

Employee may attach comments or write them in this box

Employee's Signature

Date

I have reviewed this report and in my judgment, the process has been properly followed. In addition, the following comments are offered concerning the employee's performance.

Comments by manager maybe attached or written in this box

Manager Reviewer's Signature

Date