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| Job Description Reviewed?Yes [ ]  No [ ]  | Job Description Updated?Yes [ ]  No [ ]  | Performance PeriodFrom Click or tap to enter a date. To Click or tap to enter a date. |
| Purpose of Plan and Review[ ] Annual [ ]  Probationary [ ] Other Click or tap here to enter text. |
| Employee Last NameClick or tap here to enter text. | Employees First NameClick or tap here to enter text. | Employee Middle InitialClick or tap here to enter text. |
| Employee Personnel NumberClick or tap here to enter text. | Job TitleClick or tap here to enter text. |
| Evaluator’s Name and PositionClick or tap here to enter text. |
| **Performance Expectations**Based on the job’s major responsibilities, what are main results, competencies and expectations of the employee during this performance period. The list should limited to the main expectations. |
| **Main Results**: these are the most important objectives, outcomes, and accomplishment needed to be successful during this evaluation period.Click or tap here to enter text. |
| **Competencies:** these is the most important knowledge, skills, abilities and behaviors the employee should demonstrate in order to be successful.Click or tap here to enter text. |
| **Acknowledgement of Performance Plan**The signature below indicates that the supervisor and employee have discussed the content of this plan at the beginning of the performance period. |
| DateClick or tap to enter a date. | Evaluator’s SignatureClick or tap here to enter text. |
| DateClick or tap to enter a date. | Employee’s SignatureClick or tap here to enter text. |
| Note: This is to be completed at the beginning of employment or when expectations and job duties change. The supervisor provides a copy to the employee and the original is placed in the employee’s personnel folder. |