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| --- | --- | --- | --- |
| Job Description Reviewed?  Yes  No | | Job Description Updated?  Yes  No | Performance Period  From 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 Name  Click or tap here to enter text. | | Employees First Name  Click or tap here to enter text. | Employee Middle Initial  Click or tap here to enter text. |
| Employee Personnel Number  Click or tap here to enter text. | | Job Title  Click or tap here to enter text. | |
| Evaluator’s Name and Position  Click 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. | | | |
| Date  Click or tap to enter a date. | Evaluator’s Signature  Click or tap here to enter text. | | |
| Date  Click or tap to enter a date. | Employee’s Signature  Click 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. | | | |