

PERFORMANCE PLAN AND APPRAISAL

NAME _____ JOB TITLE _____

SUPERVISOR _____ DATE OF HIRE _____

Mid-year Review Date _____ Final Appraisal Date _____

PERFORMANCE APPRAISAL POLICY

This process is intended to promote open communication between employee and supervisor, and to allow employees to have direct input about their jobs and their own performance. The objective is for all employees to consistently do a good job and to motivate and guide individual employees toward improved future performance and personal and professional growth. Performance plans are based on employee job descriptions, which should be reviewed annually to keep current with actual job responsibilities. Reviews are held twice annually. At each review, plans are updated, progress benchmarked and performance monitored.

PERFORMANCE APPRAISAL PROCEDURES

Following each annual year-end appraisal (or at the time of hire), a performance plan and appraisal form is prepared to track and document performance through the following December (pages 2-11).

1. Each element of the employee's job description is listed on the plan, along with up to three measurable key indicators and major activities agreed upon between the employee and supervisor.
2. The percent of time to be spent on the job component in Q1-2 (or current period for new hires) is indicated.
3. If the job component is supervised by someone other than the employee's regular supervisor, the appropriate box is checked and the supervisor's name inserted.

A mid-year review is scheduled between the supervisor and employee. A final appraisal meeting is scheduled in December. Prior to each meeting the supervisor requests that the employee self-assess his or her performance on each job component, using the check boxes provided. The supervisor then also assesses the employee's performance for that period. If employee or supervisor desires to make written comment it is done below each checkbox section.

During the mid-year meeting, the assessments are reviewed and discussed, and any adjustments needed, either on activities or on allocation of time to be spent in the next period, are made to the plan.

Any job component that is rated as "needed some improvement" should be discussed carefully and a verbal plan for improvement made for the next period. A quarterly check-in should be scheduled. Any job component that is rated as "needed some improvement" for more than one quarter or any job component that is rated as "performed unsatisfactorily" requires the completion of a written performance improvement plan, included on page 14. Performance improvement plans are attached to and become part of the regular performance plan and appraisal form.

Overall comments for any period can be made on page 12. Following each meeting both the employee and supervisor sign on this page. During the final appraisal, the "Looking Forward Section" on page 13 is also completed. At year-end, the form is filed in the employee's personnel file.

Q1-2 % _____

Q3-4 % _____

Job Component 1 _____

(If other than regular supervisor) This job component appraised by _____

Key Indicators/Activities:

1. _____

2. _____

3. _____

Mid-year

Assessment by Employee

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Assessment by Supervisor

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Comments: _____

Final Appraisal

Assessment by Employee

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Assessment by Supervisor

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Comments: _____

Q1-2% _____
Q3-4% _____

Job Component 2 _____

(If other than regular supervisor) This job component appraised by _____

Key Indicators/Activities:

1. _____

2. _____

3. _____

Mid-year

Assessment by Employee

- Performed above expectations
- Consistently did a good job
- Needed some Improvement
- Performed unsatisfactorily

Assessment by Supervisor

- Performed above expectations
- Consistently did a good job
- Needed some Improvement
- Performed unsatisfactorily

Comments: _____

Final Appraisal

Assessment by Employee

- Performed above expectations
- Consistently did a good job
- Needed some Improvement
- Performed unsatisfactorily

Assessment by Supervisor

- Performed above expectations
- Consistently did a good job
- Needed some Improvement
- Performed unsatisfactorily

Comments: _____

Q1-2% _____
Q3-4% _____

Job Component 3 _____

(If other than regular supervisor) This job component appraised by _____

Key Indicators/Activities:

1. _____

2. _____

3. _____

Mid-year

Assessment by Employee

- Performed above expectations
- Consistently did a good job
- Needed some Improvement
- Performed unsatisfactorily

Assessment by Supervisor

- Performed above expectations
- Consistently did a good job
- Needed some Improvement
- Performed unsatisfactorily

Comments: _____

Final Appraisal

Assessment by Employee

- Performed above expectations
- Consistently did a good job
- Needed some Improvement
- Performed unsatisfactorily

Assessment by Supervisor

- Performed above expectations
- Consistently did a good job
- Needed some Improvement
- Performed unsatisfactorily

Comments: _____

Q1-2% _____

Q3-4% _____

Job Component 4 _____

(If other than regular supervisor) This job component appraised by _____

Key Indicators/Activities:

1. _____

2. _____

3. _____

Mid-year

Assessment by Employee

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Assessment by Supervisor

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Comments: _____

Final Appraisal

Assessment by Employee

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Assessment by Supervisor

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Comments: _____

Q1-2% _____

Q3-4% _____

Job Component 5 _____

(If other than regular supervisor) This job component appraised by _____

Key Indicators/Activities:

1. _____

2. _____

3. _____

Mid-year

Assessment by Employee

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Assessment by Supervisor

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Comments: _____

Final Appraisal

Assessment by Employee

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Assessment by Supervisor

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Comments: _____

Q1-2% _____

Q3-4% _____

Job Component 6 _____

(If other than regular supervisor) This job component appraised by _____

Key Indicators/Activities:

1. _____

2. _____

3. _____

Mid-year

Assessment by Employee

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Assessment by Supervisor

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Comments: _____

Final Appraisal

Assessment by Employee

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Assessment by Supervisor

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Comments: _____

Q1-2% _____

Q3-4% _____

Job Component 7 _____

(If other than regular supervisor) This job component appraised by _____

Key Indicators/Activities:

1. _____

2. _____

3. _____

Mid-year

Assessment by Employee

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Assessment by Supervisor

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Comments: _____

Final Appraisal

Assessment by Employee

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Assessment by Supervisor

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Comments: _____

Q1-2% _____

Q3-4% _____

Job Component 8 _____

(If other than regular supervisor) This job component appraised by _____

Key Indicators/Activities:

1. _____

2. _____

3. _____

Mid-year

Assessment by Employee

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Assessment by Supervisor

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Comments: _____

Final Appraisal

Assessment by Employee

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Assessment by Supervisor

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Comments: _____

Q1-2% _____

Q3-4% _____

Job Component 9 _____

(If other than regular supervisor) This job component appraised by _____

Key Indicators/Activities:

1. _____

2. _____

3. _____

Mid-year

Assessment by Employee

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Assessment by Supervisor

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Comments: _____

Final Appraisal

Assessment by Employee

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Assessment by Supervisor

Performed above expectations

Consistently did a good job

Needed some Improvement

Performed unsatisfactorily

Comments: _____

Q1-2% _____
Q3-4% _____

Job Component 10 _____

(If other than regular supervisor) This job component appraised by _____

Key Indicators/Activities:

1. _____

2. _____

3. _____

Mid-year

Assessment by Employee

- Performed above expectations
- Consistently did a good job
- Needed some Improvement
- Performed unsatisfactorily

Assessment by Supervisor

- Performed above expectations
- Consistently did a good job
- Needed some Improvement
- Performed unsatisfactorily

Comments: _____

Final Appraisal

Assessment by Employee

- Performed above expectations
- Consistently did a good job
- Needed some Improvement
- Performed unsatisfactorily

Assessment by Supervisor

- Performed above expectations
- Consistently did a good job
- Needed some Improvement
- Performed unsatisfactorily

Comments: _____

Mid-year Review Employee Comments Employee Signature _____

Mid-year Review Supervisor Comments Supervisor Signature _____

Final Appraisal Employee Comments Employee Signature _____

Final Appraisal Supervisor Comments Supervisor Signature _____

LOOKING FORWARD

Employee's Appraisal of Management & Support (optional but encouraged)

EMPLOYEE: In reviewing the past year's activities in the areas of supervision, training, infrastructure, support or planning, please remark on what worked and what could be improved to increase your effectiveness. Please use additional sheets as necessary.

Planning for the Future

SUPERVISOR: Provide a general summation of the employee's performance for the past year and the next steps for the coming year including changes to the job description, performance focus and professional development.

PERFORMANCE IMPROVEMENT PLAN

NAME:	DATE:		
TO BE COMPLETED BY THE SUPERVISOR			
Specify the areas of performance that require improvement in order to upgrade this employee's performance to a fully satisfactory level.			
TO BE COMPLETED BY THE SUPERVISOR AND THE EMPLOYEE			
We have agreed upon the following steps which are necessary to correct the problem(s) described above:			
EMPLOYEE SIGNATURE:	DATE:	SUPERVISOR SIGNATURE:	DATE:
We have also agreed that we will review this plan on _____ (date or dates) and discuss progress that has been made or what further action may be necessary to fully complete the corrective action.			
EMPLOYEE SIGNATURE:	DATE:	SUPERVISOR SIGNATURE:	DATE:

Signatures of employee and supervisor acknowledge that this situation has been discussed and that both parties agree to the plan of corrective action and to the time frame established for review of progress and that _____ (sanction) will result if improvement is not achieved and maintained in the future.