Performance and Development Plan (PDP)
Expectations

Position Description Reviewed? Yes ☐ No ☐	Position Description Updated? Yes ☒ No ☐	Performance Period From Next performance management cycle at agency or as positions become vacant and filled To

Purpose of Plan and Review ☐ Annual ☐ Trial Service ☐ Probationary ☐ Transitional ☐ Other (specify)		
Employee Last Name	Employee First Name	Employee Middle Initial
Personnel Number	Class Title Human Resource Consultant 1-4 series	Working Title LMS Adminstrator
Position Number	Agency/Division/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
Based on the position's major responsibilities, outline the key results and competencies expected of the employee during this performance period. Limit the list to those that are key. Check with your Human Resources office regarding any special instructions around determining what competencies to use.

Key Results

What are the most important objectives, outcomes, and/or special assignments to accomplish in order to be successful during this time period?

Instructions are in italics

Tips for HR Supervisors and Managers while writing performance evaluations.
- *After discussing the prior year's performance, meet with your employee to facilitate a discussion regarding the business goals for the position in the upcoming performance year.*
- *We suggest you use the GROW coaching model for a productive conversation. (You Tube)*
- *Provide a copy of the HR competencies for them to review prior to the meeting. Ask them to incorporate these behaviors into their thinking/ planning for next year.*
- *If you have a team of individuals with similar jobs, consider doing this as a team. More ideas flow and you will save time while creating synergy and empowerment within the team.*
- *Clarify and record the ideas. As a team, prioritize the ideas. Use them to write the plan.*
- *Have a copy of the HR Core competencies in front of you when writing the plan.*
- *HR Governance: HR Development Committee Core Competencies*

Green is decision making
Blue is valuing others
Orange is customer focus
Brown is communication

Example 1

Expected Result: Increase the agency's use of LMS's functionality in order to fully maximize the self- help benefits of the system for the agency. We will accomplish this through exploring implementation of auto assignment in order to be able to use the training profile and Supervisor Dashboard features of the system.

1. Gather auto assignment information from DES, WaTech, and other agencies to interpret how auto assignment implementation can meet Ecology's business requirements. Consider other LMS features as alternatives if appropriate.
2. Actively engage the Ecology HR management team when evaluating alternatives and recommending the most effective option for agency Core and required training. Include the risks of using/ not using auto assignment as appropriate.
3. Leverage your working relationship with the Ecology HR labor relations team to clarify the goals of implementing these features and to create shared outcomes as a result of using this functionality of the LMS system. Get feedback on the plan and develop ideas for improvement.
4. Actively engage the customer when evaluating alternatives and recommending the most effective option for the program and job specific required training. Include the risks of using/ not using auto assignment as appropriate.
5. Involve the customer with the implementation by clarifying the plan with 1 or 2 Programs prior to rollout to ensure that it will meet the needs and expectations of program management. Use the Program feedback to make necessary adjustments that will improve the plan.
6. After the implementation is complete, organize meetings with Program Management teams to effectively convey new system features and benefits to Program managers, supervisors that helps them understand and retain the information. Also use these management communications to engage with leadership regarding potential ideas for further LMS or training service improvements.
7. Use day to day employee communications to engage agency staff on how auto assignment benefits them and for potential ideas for further LMS or training service improvements.
8. As time permits, choose another system feature to follow the above process.

Key Competencies

What are the most important knowledge, skills, abilities, and behaviors that the employee should demonstrate in order to be successful?

HR Development Committee Guidance: Agencies can choose to select all competencies OR select a few that will become a priority in the following performance year. State HR Core Competencies can be combined with agency Core Competencies and State and Agency Leadership Competencies at the HR Supervisors or Managers discretion.

Washington State HRC Core Competencies

Decision Making: Identifying and understanding problems and opportunities by gathering, analyzing, and interpreting quantitative and qualitative information. Choosing the best course

of action by establishing clear decision criteria, generating and evaluating alternatives, and making timely decisions. Taking action that is consistent with available facts and constraints, and optimizes probable consequences.

Communication: Effectively conveying information and ideas clearly to individuals or groups in an engaging manner that helps them understand and retain the message. Listening actively to others.

Earning Trust: Gaining others' confidence by acting with integrity and following through on commitments, while sharing own perspective. Treating others and their ideas with respect, and supporting them in the face of challenges.

Work Standards: Managing one's time and resources effectively. Setting high standards of performance for self and others. Assuming responsibility and accountability for successful completion of assignments or tasks. Self-imposing standards of excellence rather than having standards imposed.

Valuing Others: Developing and leveraging relationships within and across work groups to achieve results. Working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds. Seeking out and using unique abilities, insights, and ideas from diverse individuals.

Influences: Using effective involvement and persuasion strategies to gain acceptance of ideas, and commitment to actions that support specific work outcomes.

Professional Behavior: Modeling agency values in support of vision and mission. Establishing and sustaining trusting relationships by accurately interpreting interpersonal interactions, managing one's own reactions, and appropriately responding to others' behavior.

Customer Focus: Understanding who the external and internal customers are and what they value. Meeting and exceeding customer needs while cultivating relationships that secure commitment and trust. Ensuring that priority and focus is on meeting or exceeding customers' needs. Promoting and operationalizing best customer service practices as a value. Helping others deal effectively with difficult situations, minimizing damage to the relationship while promoting shared goals. Using appropriate methods to facilitate agreement.

Agency Core Competencies

Agencies can choose to put their own Core and Leadership Competencies here.

Part 2: Training & Development Needs/Opportunities

What training and development needs and opportunities should the employee focus on during this performance period?
HR Development Committee guidance is to use the desk aides developed by the committee for each competency in order to identify growth opportunities including developmental activities and training by selected competency.

Future links to desk aides by State HR Core Competency here.