

Performance and Development Plan (PDP) – Evaluation (Alternate Version)

Evaluation Information

Type of Evaluation: Interim Review Final Evaluation
Performance Period: From To
Purpose of Plan and Review: Annual Trial Service Probationary
Transitional Other, Specify:

Employee Information

Last Name: First Name: Middle Initial:
Personnel Number: Position Number:
Class Title:
Working Title:
Agency/Division/Unit:
Evaluator's Name:

Part 1: Results & Competencies

Provide an assessment of the employee's performance in relation to the Key Results and Competencies expected. The assessment must be based on performance observed or verified.

Key Results

Assignment 1 Title: Status:
Success Measure(s):

Assessment of Performance:

Assignment 2 Title: Status:
Success Measure(s):

Assessment of Performance:

Assignment 3 Title:

Status:

Success Measure(s):

Assessment of Performance:

Assignment 4 Title:

Status:

Success Measure(s):

Assessment of Performance:

Assignment 5 Title:

Status:

Success Measure(s):

Assessment of Performance:

Key Competencies

Competency 1 Short Title:

Description of Progress:

Competency 2 Short Title:

Description of Progress:

Competency 3 Short Title:

Description of Progress:

Competency 4 Short Title:

Description of Progress:

Competency 5 Short Title:

Description of Progress:

Other Relevant Information (optional)

Part 2: Training & Development

Title 1:

Status:

Description of Key Learning Observed:

Title 2:

Status:

Description of Key Learning Observed:

Title 3:

Status:

Description of Key Learning Observed:

Part 3: Employee Comments (Optional)

The employee may use this section to comment on the evaluation, share observations, and/or evaluate how well the organization has met the expectations stated in Part 3 (Organizational Support) of the PDP Expectations form.

Part 4: Interim Reviews

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.

Assignment Title:

Assignment Description:

Assessment Methods (Provide description for each assessment category that applies):

Supervisor Observation:

Feedback:

Other:

Success is ... (measure):

Competency Short Title:

Description of Knowledge, Skill, or Behavior:

Training/Development Title:

Key Learning Expected:

Acknowledgement of Performance Evaluation

The signatures below indicate that the supervisor and employee have discussed the contents of this evaluation.

Please type your full name in the signature fields. Do not use E-sign features or insert signature image.

This report is based on my best judgment.

Evaluator's Signature:

Date:

This report has been discussed with me.

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:

Please type your full name in the signature fields. Do not use E-sign features or insert signature image.

Reviewer's Signature:

Date:

NOTE: Typically, once the performance evaluation is completed and signed by all parties, the supervisor provides the employee with a copy and the original is forwarded to Human Resources to be placed in the employee's personnel file. Supervisors should check with their Human Resources office for organization-specific instructions.