

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

Expectation Information

Position Description Reviewed?:	Yes	No	
Position Description Updated?:	Yes	No	
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:		

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.

This position contributes to the mission by:

Part 1: Performance Expectations (Results & Competencies)

In addition to the following expectations, you are expected to perform the job duties and demonstrate the competencies described in the position description.

Key Results Expected

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

Assignment 1 Title:

Assignment Description:

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

Supervisor Observation:

Feedback:

Other:

Success is ... (measure):

Assignment 2 Title:

Assignment Description:

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

Supervisor Observation:

Feedback:

Other:

Success is ... (measure):

Assignment 3 Title:

Assignment Description:

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

Supervisor Observation:

Feedback:

Other:

Success is ... (measure):

Assignment 4 Title:

Assignment Description:

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

Supervisor Observation:

Feedback:

Other:

Success is ... (measure):

Assignment 5 Title:

Assignment Description:

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

Supervisor Observation:

Feedback:

Other:

Success is ... (measure):

Key Competencies

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

Competency 1 Short Title:

Description of Knowledge, Skills, or Behaviors:

Competency 2 Short Title:

Description of Knowledge, Skills, or Behaviors:

Competency 3 Short Title:

Description of Knowledge, Skills, or Behaviors:

Competency 4 Short Title:

Description of Knowledge, Skills, or Behaviors:

Competency 5 Short Title:

Description of Knowledge, Skills, or Behaviors:

Part 2: Training & Development Needs/Opportunities

What training and development needs and opportunities should the employee focus on during this performance period?

Training/Development Title 1:

Description of Key Learning Expected:

Training/Development Title 2:

Description of Key Learning Expected:

Training/Development Title 3:

Description of Key Learning Expected:

Part 3: Organizational Support (Optional)

The employee may complete this section at the beginning of the performance period.

Acknowledgement of Performance Evaluation

The signatures below indicate that the supervisor and employee have discussed the contents of this plan at the beginning of the performance period.

This plan is based on my understanding of the work, the environment, and the employee's known skill set.

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

Evaluator's Signature:

Date:

This plan has been discussed with me.

Employee's Signature:

Date:

NOTE: Typically, once the performance plan 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.