

# 2018 Performance Planning and Review Form

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<b>Employee:</b>	
<b>Employee Number:</b>	<b>Job Grade:</b>
<b>Title:</b>	
<b>Division/Dept:</b>	

### Employee's Responsibilities:

1. Draft performance plan and route electronically to your supervisor.
2. Calendar a meeting with your supervisor to discuss and approve your plan.
3. Ensure final plan is saved electronically and is completed by XXX each year.
4. Calendar your mid-year and year-end reviews with your supervisor. Enter your comments in the correct sections (mid-year/year-end) and send the form electronically to your supervisor for him/her to enter their comments. You will discuss each other's input at the review and make additional comments as necessary.

### Supervisor's Responsibilities:

1. Supervisors should e-mail basic performance plan instructions to employees. Message should include:
  - a. Competencies explanation (competencies should relate to position). Use the competency dictionary. Competencies can be added/deleted.
  - b. Performance rating is based on three areas: obtaining objectives, competencies, learning and growth. Rating range is 1, 2, or 3.
  - c. Explain the performance plan process.
2. Ensure a performance plan is in place for each employee by [date] each year.
3. Ensure plans are linked to competencies and divisional scorecards.
4. Upon receiving your direct reports' plans from them at mid-year and year-end, you will enter your comments in the respective areas. When you meet for the formal review, you will discuss each other's input and make additional comments as necessary.
5. Ensure reviews are completed per company guidelines.

MIDYEAR REVIEW	YEAR-END REVIEW
<b>Date:</b>	<b>Date:</b>
<b>Supervisor:</b>	<b>Supervisor:</b>

# Performance Planning and Review

**1-Does Not Meet Expectations**

**2 - Meets Expectations**

**3 - Exceeds Expectations**

## Objectives and Results

Objective #1	Weight: X%	Rating
Description:		
<i>Meets Expectations: XXX</i>		
<i>Exceeds Expectations: XXX</i>		
Employee Mid-year Comments:		
Supervisor Mid-year Comments:		
Employee Year-end Comments:		
Supervisor Year-end Comments:		

Objective #2	Weight: X%	Rating
Description:		
<i>Meets Expectations: XXX</i>		
<i>Exceeds Expectations: XXX</i>		
Employee Mid-year Comments:		
Supervisor Mid-year Comments:		
Employee Year-end Comments:		
Supervisor Year-end Comments:		

Objective #3	Weight: X%	Rating
Description:		
<i>Meets Expectations: XXX</i>		
<i>Exceeds Expectations: XXX</i>		
Employee Mid-year Comments:		
Supervisor Mid-year Comments:		
Employee Year-end Comments:		
Supervisor Year-end Comments:		

Objective #4	Weight: X%	Rating
Description:		
<i>Meets Expectations: XXX</i>		
<i>Exceeds Expectations: XXX</i>		
Employee Mid-year Comments:		
Supervisor Mid-year Comments:		
Employee Year-end Comments:		
Supervisor Year-end Comments:		

## Competency Assessment

- The Competency Dictionary provides defining statements for each competency. Use these definitions in evaluating how you achieved your results or to identify development needs. A copy of the dictionary can be found at XXX.
- Place an “X” in the left-hand column next to those competencies that are core (please note, competencies can be revised to reflect your responsibilities) to the position.
- At mid-year and year-end, using the rating scale provided below, enter a rating for each of the competencies listed. Provide comments as appropriate. Forward your plan electronically to your supervisor and schedule your review.
- At mid-year and year-end, using the rating scale provided below, your supervisor will enter a rating for each of the competencies listed. He/she will provide comments as appropriate.
- At mid-year and year-end, using the same rating scale, your supervisor will assign an overall competency rating.

**Rating scale:**      **HE** = Highly effective                      **E** = Effective  
                                  **OS** = Overused strength                      **D** = Development area  
                                  **NA** = Not applicable                              **ND** = Needs demonstration

Competency List	Mid-year Rating		Year-end Rating		Comments (E=Employee    S=Supervisor)
	E	S	E	S	
Competency 1					
Competency 2					
Competency 3					
Competency 4					
Competency 5					
Competency 6					
Competency 7					

### Overall Core Competency Assessment Rating

*(To be completed by Supervisor)*

Mid-year Competency Assessment Rating	Year-end Competency Assessment Rating
HE = Highly Effective    [   ]	HE = Highly Effective    [   ]
E = Effective                [   ]	E = Effective                [   ]
I = Ineffective              [   ]	I = Ineffective              [   ]

# Continuous Learning and Growth

## I. Development Objectives

- Given your performance/competency assessment and future career aspirations, list your personal and/or professional development goals for the next calendar year.
- Indicate what the measurement of success would be for each goal listed.
- Indicate resources that will be required to assist you in achieving these goals.

**Examples of learning include:**

- Attending an internally or externally facilitated training class.
- Participating in an e-learning course or webinar that is supported by your supervisor.
- Engaging in a mentoring relationship as a protégé.
- Reading a book, listening to an audio program, viewing an educational DVD – subject matter that is related to your career goals.
- Continuing your education through a college or university.

Objective: Measures of success: Resources required: Was Objective Met? ____ Yes ____ No      Number of Hours to Achieve Objective _____
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## II. Other Training Received Beyond Development Objectives

Type of Learning Activity	# of Hours

**Estimated number of Learning and Development hours:** \_\_\_\_\_

## III. Career Growth

- List the potential or desired career assignments/positions, starting with your most desirable position.
- Indicate your level of readiness (a projection of how long it would take to prepare yourself to fill the position) for each position/assignment listed.
- As you consider your career opportunities with [X Company], look at the feasibility of relocation for future positions/assignments and indicate the appropriate mobility code by placing an “X” in the box next to it.

Potential or Desired Assignments	Targeted	Training and Development Needed

# Overall Performance Assessment Rating

*(To be completed by Supervisor)*

The supervisor is to enter the mid-year and year-end ratings following the matrix outlined below in these specific areas: Performance, Competency, and Continuous Learning. Each of these three areas is weighted as the supervisor determines, usually with the Performance Assessment being a larger percentage of weight. The supervisor is to then assign one overall rating for the mid-year and the year-end review process, which will be recorded as the performance rating for that employee.

**Performance Rating Matrix**

**3 = Exceeds Expectations**  
**2 = Meets Expectations**  
**1 = Does Not Meet Expectations**

	Mid-year	Year-end
<b>Performance Assessment</b>		
<b>Competency Assessment</b>		
<b>Continuous Learning Assessment</b>		

Overall Mid-year Performance Rating:

Overall Year-end Performance Rating:

Employee Midyear Comments:

Supervisor Midyear Comments:

Employee Year-end Comments:

Supervisor Year-end Comments:

**Signatures:**

Mid-year Performance Assessment and Review	Year-end Performance Assessment and Review
Employee Signature:	Employee Signature:
Supervisor Signature:	Supervisor Signature:
Date:	Date:

**After the year-end review, obtain the appropriate signatures and send the form to Human Resources by [date].**