

Performance Management

Employee:

Title:

Identification Number:

Plan Effective Dates:

Supervisor:

Supervisor Title:

Department:

Development Plan

1. Employee Task #1
 - a. Expectations or Task Description
 - b. Metric #1 (must be MEASURABLE)
 - c. Optional Metric #2 (Sets Bar for Exceeding Expectations)
2. Employee Task #2
 - a. Expectations or Task Description
 - b. Metric #1 (must be MEASURABLE)
 - c. Optional Metric #2 (Sets Bar for Exceeding Expectations)
3. Employee Task #3
 - a. Expectations or Task Description
 - b. Metric #1 (must be MEASURABLE)
 - c. Optional Metric #2 (Sets Bar for Exceeding Expectations)
4. Employee Task #3
 - a. Expectations or Task Description
 - b. Metric #1 (must be MEASURABLE)
 - c. Optional Metric #2 (Sets Bar for Exceeding Expectations)

Areas of Improvement

- *These would be areas or skills that the specific employee needs to address, OR for a new employee should be the expected tasks that the employee should obtain in the first performance period. Below are some examples*
- Understanding Organization Policies / Procedures
- Project Management Skills

Organizational Behavior

- *Standard Culture or Behaviors expected for employee or role, examples below*
- Develop effective working relationships with County staff, outside agencies, contractors, consultants, etc.
- Begin and Finish work-day on time
- Completes tasks given by supervisor or manager
- Meets with supervisor before annual leave to go over responsibilities during their absence

Performance Goals

- *Performance goals should be set with employee to help meet their career goals.*
- Employees goals

The goal is for the supervisor and the employee to meet monthly to discuss progress, acknowledge performance, support growth, and identify issues.