

PERFORMANCE DEVELOPMENT PROGRAM PDP FORM



PLEASE PRINT OR TYPE

EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	REVIEW PERIOD COVERED	UNIT / DEPARTMENT
JOB TITLE		SUPERVISOR'S PRINTED NAME	
EMPLOYEE SIGNATURE <i>By typing my name below, I acknowledge that the weights, goals & objectives have been discussed with me at beginning of review period.</i>	DATE OF WEIGHTS & GOAL SETTING DISCUSSION	SUPERVISOR SIGNATURE <i>By typing my name below, I acknowledge that I have discussed the weights, goals & objectives with employee at beginning of review period.</i>	DATE OF WEIGHTS & GOAL SETTING DISCUSSION

Weight High/Med/Low	OUT-STANDING	ABOVE STANDARDS	MEETS STANDARDS	BELOW STANDARDS	UNSATISFACTORY
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BASIC WORK FACTORS

QUALITY OF WORK, QUANTITY OF WORK, TIMELINESS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

WORK HABITS

ATTENDANCE AND PUNCTUALITY, USE OF RESOURCES		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

INTERACTIONS

COOPERATION AND TEAMWORK, INTERPERSONAL RELATIONSHIPS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

CUSTOMER SERVICE AND PUBLIC RELATIONS

MEETING CUSTOMER EXPECTATIONS, REPRESENTING THE USM TO THE PUBLIC		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

PROBLEM SOLVING SKILLS

PROBLEM SOLVING, HANDLING CHALLENGES, CREATIVITY		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

JOB SKILLS

JOB KNOWLEDGE, ADMINISTRATION, INITIATIVE, ORAL AND WRITTEN COMMUNICATIONS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

PLANNING AND ORGANIZATION

Weight High/ Med/Low	OUT- STAN- DING	ABOVE STAN- DARDS	MEETS STAN- DARDS	BELOW STAN- DARDS	UNSAT- ISFAC- TORY
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PLANNING, SETTING OBJECTIVES, ORGANIZATION AND WORK ALLOCATION, COORDINATION AND INTEGRATION, MONITORING GROUP RESULTS ADMINISTRATION, INITIATIVE

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Comments:

LIST OF PRIMARY OPERATIONAL OBJECTIVES

Objective:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

LIST OF SECONDARY OBJECTIVES

Objective:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

MANAGING/SUPERVISING EMPLOYEES

STAFFING, DEFINING EXPECTATIONS, FEEDBACK AND COACHING, PERFORMANCE REVIEWS, HUMAN RESOURCES DEVELOPMENT, IMPLEMENTATION OF SAFETY PROGRAMS/POLICIES, LEADERSHIP AND MOTIVATION, COMMUNICATION LINK

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Comments:

SUMMARY OF OVERALL PERFORMANCE

OVERALL COMMENTS AND DEVELOPMENT PLANS::

EMPLOYEE COMMENTS (OPTIONAL) Continuation of Comments Attached

SIGNATURES - End of Review Period

By typing my name below, I am electronically signing this Performance Development Program (PDP) Form.

Employee: <i>By typing my name below, I am electronically signing my Performance Development Program (PDP) Form, in acknowledgment that the final performance evaluation has been discussed with me.</i>	Title:	Date:
Supervisor:	Title:	Date:
Next Level Supervisor or Dept. Designee:	Title:	Date:
Chancellor/Vice Chancellor of Unit:	Title:	Date:

PDP RATINGS WORKSHEET

Employee:

Supervisor:

Review Period:

<i>PERFORMANCE FACTORS</i>	<i>WEIGHT</i>	<i>RATING</i>	<i>WEIGHT x RATING</i>
Basic Work Factors			
Work Habits			
Interactions			
Customer Service & Public Relations			
Problem Solving Skills			
Job Skills			
Planning and Organization			
Pimary Operational Objectives			
Secondary Objectives			
Managing/Supervising Employees			
TOTAL POINTS:			
OVERALL SCORE:			

<p>OVERALL PERFORMANCE RATINGS</p> <p>Outstanding 5.00 - 4.50</p> <p>Above Standards 4.49 - 3.50</p> <p>Meets Standards 3.49 - 2.50</p> <p>Below Standards 2.49 - 1.50</p> <p>Unsatisfactory < 1.50</p>		<p>WEIGHTS</p> <p>3 = high</p> <p>2 = medium</p> <p>1 = low</p> <p>RATINGS</p> <p>5 = outstanding</p> <p>4 = above stds.</p> <p>3 = meets stds.</p> <p>2 = below stds.</p> <p>1 = unsatisfactory</p>
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