



Performance Management and Learning and Development Plan

I. Employee Information

Employee Name	Employee ID	PCN	Job Class Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department	Division	Home Unit	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Evaluation Reason	Review Period		
<input type="text"/>	<input type="text"/>		<input type="text"/>

II. Performance Expectations

Title	Start Date	Due Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Description	<input type="radio"/> Meets Expectations <input type="radio"/> Does Not Meet Expectations	
<input type="text"/>		

Title	Start Date	Due Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Description	<input type="radio"/> Meets Expectations <input type="radio"/> Does Not Meet Expectations	
<input type="text"/>		

Title	Start Date	Due Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Description	<input type="radio"/> Meets Expectations <input type="radio"/> Does Not Meet Expectations	
<input type="text"/>		

Title	Start Date	Due Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Description	<ul style="list-style-type: none">● Meets Expectations● Does Not Meet Expectations	
<input type="text"/>		

Title	Start Date	Due Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Description	<ul style="list-style-type: none">● Meets Expectations● Does Not Meet Expectations	
<input type="text"/>		

Title	Start Date	Due Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Description	<ul style="list-style-type: none">● Meets Expectations● Does Not Meet Expectations	
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Title	Start Date	Due Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Description	<ul style="list-style-type: none">● Meets Expectations● Does Not Meet Expectations	
<input type="text"/>		

III. SMART Goals

Title

Start Date

Due Date

Description

- Met Goal
- Did Not Meet Goal

Title

Start Date

Due Date

Description

- Met Goal
- Did Not Meet Goal

Title

Start Date

Due Date

Description

- Met Goal
- Did Not Meet Goal

Title

Start Date

Due Date

Description

- Met Goal
- Did Not Meet Goal

Title

Start Date

Due Date

Description

- Met Goal
- Did Not Meet Goal

IV. Learning and Development Plan

Objective Title

Due Date

List Learning Needed to Meet Objective

- Completed Objective
- Did Not Complete Objective

Objective Title

Due Date

List Learning Needed to Meet Objective

- Completed Objective
- Did Not Complete Objective

Objective Title

Due Date

List Learning Needed to Meet Objective

- Completed Objective
- Did Not Complete Objective

V. Employee Accomplishment Statement

VII. Overall Rating

Unacceptable	Low Acceptable	Mid Acceptable	High Acceptable	Outstanding
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

VIII. Recommended Action

Recommended Action	Effective Date (If Applicable)
<input type="text"/>	<input type="text"/>

IX. Acknowledgment

I received this performance evaluation and was given an opportunity to review it with my supervisor.

- Concur with Rating Disagree with Rating

Employee Signature

Date

Employee Comments Attached

- Yes No

Supervisor Signature

Date

Supervisor Name

Sup. EE ID

I certify that I have reviewed and obtained appropriate approvals for this evaluation prior to finalization.

X. Indirect Supervisor

Indirect Supervisor Signature	Date	Indirect Supervisor Name	Ind. Sup. EE ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>