

EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM WORK PLAN AND PERFORMANCE APPRAISAL FORM

Name _____ Title _____ Dept. _____

Appraisal Period _____ to _____

Primary Job Factors <small>(Each Factor may include tasks, special projects and assignments)</small>	Performance Expectations	Method of Evaluation	Actual Performance

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EMPLOYEE DEVELOPMENT/PERFORMANCE IMPROVEMENT PLAN

List knowledge, skills, and abilities for development or strengthening:

List training and/or education for accomplishment:

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_____ Date of Work Plan Conference with Employee

Date of Appraisal Conference with Employee _____

Employee's signature Supervisor's signature

Employee's signature Supervisor's signature

Next level Supervisor's signature

Next level Supervisor's signature

Note: The Employee's signature does not necessarily imply agreement with the Appraisal Report. It does indicate that a Performance Interviews was conducted.