**Performance and Development Plan (PDP)**

**Evaluation**

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| Type of Evaluation  Choose an evaluation type. | Type of Appointment  Choose an appointment type. | Performance Period  From       To |
| Employee Last Name | Employee First Name | Employee Middle Initial |
| Personnel Number | Class Title | Working Title |
| Position Number | Agency/Division/Unit | Evaluator’s Name |

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| **Part 4: Interim Reviews** (Optional)  Part 4 is an optional section that may be used during the course of the performance period to adjust performance expectations if circumstances change, and/or to document interim feedback sessions. |
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| **Part 5: Performance Assessment**  Provide a narrative assessment of the employee’s performance in relation to the Key Results and Competencies Expected that were outlined in Part 1. The assessment must be based on performance observed or verified. |
| **Key Results**  To what degree did the employee accomplish the expected results and how well were they done? |
| **Key Competencies**  How well (or how frequently) did the employee demonstrate the knowledge, skills, abilities, and behaviors expected? |
| **Other Relevant Information** (Optional) |

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| **Acknowledgement Of Performance Evaluation**  The signatures below indicate that the supervisor and employee have discussed the contents of this evaluation. | | | |
| **This report is based on my best judgment.** | | | |
| Date | Evaluator’s Signature | | |
| **This report has been discussed with me.** | | | |
| Date | Employee’s Signature | | |
| Employee’s Comments: | | | |
| **I have reviewed this report and in my judgment, the process has been properly followed. In addition, the following comments are offered concerning the employee’s performance.** | | | |
| Comments | | Date | Reviewer’s Signature |

***NOTE:*** *Typically, once the performance evaluation is completed and signed by all parties,* the supervisor provides the employee a copy and the original is forwarded to Human Resources to be placed in the employee’s personnel file. Supervisors should check with their Human Resources office for organization specific instructions.