# Performance and Development Plan (PDP) – Evaluation

<b>Evaluation Informa</b>	ation							
Type of Evaluation:	Interim	ı Review	Final Evaluatio		ion			
Performance Period:	From			То				
Purpose of Plan and Revie	ew:	Annual	Trial S	ervice	Probationary		Transitional	
		Other, specif	y:					
Employee Informa	tion							
Last Name:	Name: First N			Name:			Middle Initial:	
Employee ID#:		Positio	on Num	ber:				
Class Title:								
Working Title:								
Division/Unit:								
Evaluator's Name:								

## **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.

### **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**

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How well (or how frequently) did the employee demonstrate the knowledge, skills, abilities and
behaviors expected?

Acknowledgement of Performance Evaluation						
The signatures below indicate that the supervisor and employee have evaluation.	ave discussed the contents of this					
This report is based on my best judgment.						
Evaluator's Signature:	Date:					
This report has been discussed with me.						
Employee's Signature:	Date:					
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:						
Next Level Supervisor Signature:	Date:					
<b>NOTE:</b> Once the performance evaluation is completed and signed by all parties, the supervisor provides the employee with a copy and the original is forwarded to Human Resources to be placed in the employee's personnel file, along with a copy of the employee's current position description.						

Other Relevant Information (Optional)