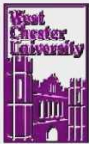Avery 5160 Download For Mac

PERFORMANCE DEVELOPMENT PLAN (SAMPLE)

Completion of a Performance Development Plan is required for any employee whose **overall performance or behavior in one or more performance factors has been evaluated at "Below Expectation."** This document should be developed in conjunction with the Office of Organizational Development and approved by the Office of Labor Relations prior to implementation. At least one follow-up session must be held to assess the individual's performance.

Supervisors are also encouraged to use the Performance Development Plan as part of the annual evaluation process or at any time during the year to enhance employee performance.

WCU Employee Number:	001000	Date job description last updated & shared with employee:
Name:		August 30, 2006
Job Title:	Clerk Typist 2	Date perf. standards last updated & shared with employee:
Date Prepared:	August 15, 2007	August 30, 2006

Specific Areas to be Improved	Actions to be Taken to Improve Performance (Employee and Supervisor)	Timeframe for Improvement (2 weeks – 3 months)	Examples/Documentation of Improvement (Employee and Supervisor)	Progress Achieved (Y/N)
Organization of tasks/time management to meet deadlines.	(E) Attend WCU-OD "Investing" program(s) on organizing work and time management, or seek one-on-coaching offered by OD. (S) Discuss what she learned, how she is going to apply what she learned, and discuss what the supervisor can do to help. (S) Weekly meetings to discuss and prioritize work for following week. Revise monthly calendar of major tasks for the department.	4 weeks		
Tardiness (Lateness)	(E) Consistently arrive at work and be ready to start the day by 8:00 am. (E) When arriving late, must seek out supervisor (S) Address tardiness immediately; acknowledge progress made. (S) As part of weekly meetings, discuss attendance and punctuality.	Immediate		

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