

## Performance and Development Plan (PDP) Evaluation Alternate Version

Type of Evaluation <input type="checkbox"/> Interim Review <input type="checkbox"/> Final Evaluation		Performance Period From                      To
Purpose of Plan and Review <input type="checkbox"/> Annual <input type="checkbox"/> Trial Service <input type="checkbox"/> Probationary <input type="checkbox"/> Transitional <input type="checkbox"/> Other (specify)		
Employee Last Name	Employee First Name	Employee Middle Initial
Personnel Number	Class Title	Working Title
Position Number	Agency/Division/Unit	Evaluator's Name

Part 1: Results & Competencies		
<b>Key Results</b>		
Assignment Title & Status:		<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> In Progress <input type="checkbox"/> Deleted <input type="checkbox"/> Not Started <input type="checkbox"/> Modified
Success Measure(s):		
Assessment of Performance:		
Assignment Title & Status:		<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> In Progress <input type="checkbox"/> Deleted <input type="checkbox"/> Not Started <input type="checkbox"/> Modified
Success Measure(s):		
Assessment of Performance:		
Assignment Title & Status:		<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> In Progress <input type="checkbox"/> Deleted <input type="checkbox"/> Not Started <input type="checkbox"/> Modified
Success Measure(s):		
Assessment of Performance:		



Assignment Title & Status:	<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> In Progress <input type="checkbox"/> Deleted <input type="checkbox"/> Not Started <input type="checkbox"/> Modified
Success Measure(s):	
Assessment of Performance:	
Assignment Title & Status:	<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> In Progress <input type="checkbox"/> Deleted <input type="checkbox"/> Not Started <input type="checkbox"/> Modified
Success Measure(s):	
Assessment of Performance:	

**Key Competencies**

<b>Short Title</b>	<b>Description of Progress</b>

**Other Relevant Information** (optional)



**Part 2: Training & Development**

Title	Status <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> In Progress <input type="checkbox"/> Deleted <input type="checkbox"/> Not Started <input type="checkbox"/> Modified	Description of Key Learning Observed
	<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> In Progress <input type="checkbox"/> Deleted <input type="checkbox"/> Not Started <input type="checkbox"/> Modified	
	<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> In Progress <input type="checkbox"/> Deleted <input type="checkbox"/> Not Started <input type="checkbox"/> Modified	

**Part 3: Employee Comments (Optional)**

The *employee* may use this section to comment on the evaluation, share observations, and/or evaluate how well the organization has met the expectations stated in Part 3 (Organizational Support) of the PDP Expectations form.

**Part 4: (Interim Use Only) New Expectations for the Remainder of the Performance Period**

<b>Assignment Title:</b>	
Assignment Description:	
Assessment by: <ul style="list-style-type: none"> <li>• Supervisor Observation:</li> <li>• Feedback:</li> <li>• Other:</li> </ul>	<i>Describe the assessment method(s) that apply:</i>
Success is (measure):	



Competency Short Title	Description of Knowledge, Skill, or Behavior
Training/Development Title	Key Learning Expected

<b>Acknowledgement Of Performance Evaluation</b>		
The signatures below indicate that the supervisor and employee have discussed the contents of this evaluation.		
<b>This report is based on my best judgment.</b>		
Date	Evaluator's Signature	
<b>This report has been discussed with me.</b>		
Date	Employee's Signature	
<b>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.</b>		
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.

