Performance and Development Plan (PDP) - Evaluation

Evaluation informa	ation					
Type of Evaluation:	Interin	n Review	Final Evaluation		tion	
Performance Period:	From			То		
Purpose of Plan and Revie	ew:	Annual	Trial S	Service	Probationary	Transitional
		Other, speci	fy:			
Employee Informa	tion					
Last Name:	First Name:				N	/liddle Initial:
Personnel Number:		Positi	on Nun	nber:		
Class Title:						
Working Title:						
Agency/Division/Unit:						
Evaluator's Name:						
Part 4: Interim Rev	views	(Optiona	l)			

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

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.	e 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 the following comments are offered concerning the employee's performance of the concerning the employee of the concerning the employee of the concerning the conc	• • •
Comments:	
Reviewer's Signature:	Date:
NOTE: Typically, once the performance evaluation is completed and supervisor provides the employee with a copy and the original is forw be placed in the employee's personnel file. Supervisors should check office for organization-specific instructions.	varded to Human Resources to

Other Relevant Information (Optional)