

Performance and Development Plan (PDP) Evaluation

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 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

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

Other Relevant Information (Optional)**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
------	----------------------

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.

