

Exempt Performance and Development Plan

Employee's Name:		Agency: Attorney General's Office
Position Title:		Organizational Unit/Division: ADM
Identification Number:		Evaluator's Name and Title:
Performance Period:	Position Description Updated: X	

Position Linkage with AGO Mission and Strategic Plan:

Provide brief summary of how the duties and responsibilities of this position link to the AGO's mission and strategic plan or contribute to the achievement of the mission, goals, and objectives of the AGO.

PART 1: PERFORMANCE DEVELOPMENT EXPECTATIONS

Based on the exempt employee's position description form, outline the significant results and competency development expected of the exempt employee during the performance review period. In addition to the specific key results outlined below, the exempt employee is expected to perform all of the job duties outlined in the position description form.

1. Key Performance Results Expected (Results refer to the "what" of the job)

Identify the exempt employee's most important objectives, outcomes, and/or special assignments to be accomplished in order to be successful during the performance review period.

Key Competencies Expected as related to Key Performance Results Expected (Competencies refer to "how" the results are accomplished)

Identify the exempt employee's most important competencies that should be developed and demonstrated at the completion of the performance review period.

PART 2: TRAINING & DEVELOPMENT NEEDS/OPPORTUNITIES

What training and development needs and opportunities should the exempt employee focus on during this performance review period? Identify specific training classes or meetings that the exempt employee should attend that relate to the Part 1 Expectations.

PART 3: ORGANIZATIONAL SUPPORT

Part 3 is optional and to be completed only by the exempt employee, at the beginning of the performance review period.

What suggestions do you have as to how your supervisor, co-workers, and/or agency management can better support you in your present job and future career goals?

ACKNOWLEDGEMENT OF PERFORMANCE PLAN

The signatures below indicate that the supervisor and exempt employee have discussed the performance expectations, as well as training and development needs outlined at the beginning of the performance review period.

Evaluator's Signature	Date	Employee's Signature	Date
------------------------------	-------------	-----------------------------	-------------

Part 4: INTERIM REVIEWS

Part 4 is to be used during the course of the performance review period to adjust performance expectations if circumstances change, and to document the interim feedback sessions.

Part 5: PERFORMANCE FEEDBACK

Provide a narrative assessment of the exempt employee’s performance in relation to the Key Performance Results and Key Competencies outlined above or other job duties as outlined in the position description form. The assessment must be based on performance observed or verified.

RATING DEFINITIONS

- 1 = Not satisfactory - Overall performance is not satisfactory. Employee has not demonstrated adequate proficiency in most key competency sets. Achievement of results falls far below that which is expected for this job. Significant improvement is required for successful performance.
- 2 = Further improvement needed - While proficiency and achievements in some areas have been demonstrated, overall performance falls short of successfully meeting many expectations. Improvement in key areas is needed for successful overall performance.
- 3 = Fully successful - Overall performance is fully successful. Employee is a good solid performer who demonstrates proficiency in most key competencies and achieves expected results.
- 4 = Outstanding - Overall performance is usually outstanding. Employee is highly proficient in almost all competency areas and reliably exceeds performance expectations.
- 5 = Superior - Overall performance is superior. This level of performance is only seen among the top 10% of employees.

Key Performance Results Assessment – Actual Results Achieved

Instructions: At the end of the performance review period the exempt employee and his/her supervisor should discuss and assess significant results achieved. Document *Actual Results Achieved* corresponding to those planned in Part One, including qualitative/quantitative comments relating to those results.

Rating - □

Key Competencies Assessment

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

Instructions: The supervisor provides a detailed narrative on the exempt employee’s demonstration of identified competencies from Part One. The feedback of well thought out, descriptive comments can help the exempt employee focus on areas in need of development. Information from this section will also be used in preparing the Key Competency Expectations for the next performance review period

Rating - □

Assessment of Other Job Duties and Competencies Outlined in the PDF

Rating - □

Overall Performance Rating:

Comments and Signatures

This report is based on my best judgment.

Evaluator's Signature

Date

This report has been discussed with me.

Employee's Signature

Date

Comments:

I have reviewed this report and, in my judgment, the process has been properly followed. In addition, the following comments are offered concerning the exempt employee's performance.

Reviewer's Signature

Title

Date

Comments:

NOTE: *Once the performance evaluation is completed and signed by all parties, it is the Evaluator's responsibility to provide a copy to the exempt employee and to ensure that the original is placed in the exempt employee's personnel file.*