Management Personnel Plan

Performance Evaluation

Fiscal Year 20[ ] / [ ]

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | [ ] | | | Division: | [ ] | | |
| Working Title: | | [ ] | | Evaluator: | | [ ] | |
| Employee Identification Number: | | | [ ] | Evaluator’s Title: | | | [ ] |

Performance

Criteria used to measure the employee’s job performance:

Program Management

Leadership

Management of Resources (Financial and Human Resources)

Customer Service/Communication

Department and/or Individual Goals

Comments (required)

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| [ ] |

Accomplishments

List the job related accomplishments for this review period. Identify difficulties that the employee, department and/or division faced.

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Overall evaluation:

 Exceeds Expectations: MPP employee has consistently and uniformly excelled in their level of performance.

Meets Expectations: MPP employee has met the expectations identified in the annual Work Plan or as discussed throughout this fiscal year.

Below Expectations: MPP employee did not meet the expectations as identified in the annual Work Plan and/or as discussed throughout this fiscal year.

If the MPP employee did not meet the established expectations, please identify recommendations for growth, professional development, and trainings or workshops that will assist in the employee’s development.

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Goals for the next review period.

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MPP employees that did not meet expectations will be placed on a performance improvement plan. The performance improvement plan must be submitted to Human Resources Management along with this evaluation.

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| Employee's Signature | Date |  | Evaluator's Signature | Date |
|  |  |
| Division Head’s Signature | Date |