

PERFORMANCE PLANNING AND REVIEW DOCUMENT

PROFESSIONALISM

Attitude: Interest and enthusiasm toward the job, coworkers, and the organization.

Acceptance of Responsibility: Willingness to accept and complete job tasks and to comply with rules and regulations.

Dependability: The ability to carry out assignments and follow through with minimal supervision, as well as be reliable, conscientious, and timely.

Professional/Personal Growth: Demonstrates initiative to improve knowledge, skills, and performance through a variety of methods.

WORK

Job Knowledge: Understanding of the job expectations, skills, methods, and procedures, as well as the application of that knowledge and skill.

Work Quality: Degree of accuracy and thoroughness of work completed, as well as maintaining a consistent level of work.

Customer Service: Positive interaction with internal and external customers.

Communication: Maintains active, consistent, and acceptable levels of communication (written and oral) with internal and external customers.

Teamwork: The ability to be cooperative, promote good relations, build rapport and trust, accept and express suggestions and criticism in a positive manner, and be sensitive to the needs and feelings of others.

Flexibility: The ability to adapt to changing priorities.

Safety Practices: Awareness and practice of safety measures on the job.

OPTIONAL FACTORS:

Maintenance of Equipment: The reasonable use of equipment as well as the appropriate maintenance and requesting of repairs when necessary.

Driving Record: Maintaining a safe driving record.

Optional Factors: May include any behaviors which have a major impact on employee effectiveness.

OPTIONAL FACTORS: SUPERVISOR

Scheduling and Coordinating: The ability to delegate tasks, to get work completed on a timely basis, and to maintain adequate coverage of the work unit.

Productivity: The ability to meet the goals of the work unit in an acceptable, and timely manner.

Development of Staff: The ability to motivate, discipline, provide counseling and training, and the hiring and firing of staff.

Conducting Performance Reviews: The use of the PPAR form as a tool for feedback, communicating expectations, performance planning, and providing a realistic assessment of the employee's job performance.

Commitment to Policies: The supervisor's ability to understand and promote compliance of policies, rules, and regulations.

Safety Record: The ability to promote safety practices as evidenced by the safety record for the work unit.

Optional Factors: May include any behaviors which have a major impact on supervisor effectiveness.

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PPAR EMPLOYEE INPUT FORM QUESTION SUGGESTIONS

- What have you done in the past review period to add value to this organization?
- What are some specific things you think could be done to improve the work we do or to make the work more efficient?
- What is the most interesting task you have done in the past six months? What made it interesting?
- Do you have the materials, equipment, and training to do your job? If not, what do you need (training, more support from your supervisor, equipment, etc.)?
- Do your current responsibilities/activities contribute to your personal growth and professional development? If not, how can we make them contribute?
- If possible, what would you like to change about your position?
- What training would you like to have within the next year?
- Are there any responsibilities you would like to share with your supervisor? What are they?
- Do you feel you have a good understanding of your role/responsibilities?
- Why are you important to the department?
- Why is the department important to you?
- Tell me how we can work better as a group.
- Tell me how you and I can work better together.
- In what areas do you feel you were most successful during the past six months?
- What areas of your work would you say need more attention? What can I do to help you to improve in these areas?
- What have been the most difficult challenges you faced in the past six months?
- What can be done to improve the communication between us so that your job will be easier?
- What do you see as your priorities in the next six months?
- Tell me one wish (that is reasonable to expect) to help you do your job.
- To what extent does this position challenge you or make good use of your skills?
- In which areas of your job would you like to receive more coaching or feedback from your supervisor?
- Beyond your current day-to-day responsibilities, in what ways might you further contribute toward making this program excel?
- Are there any organizations or committees that you would like to be involved in?
- Do you feel the communication within the organization is good? If not, what do you think could be done to improve the communication?