

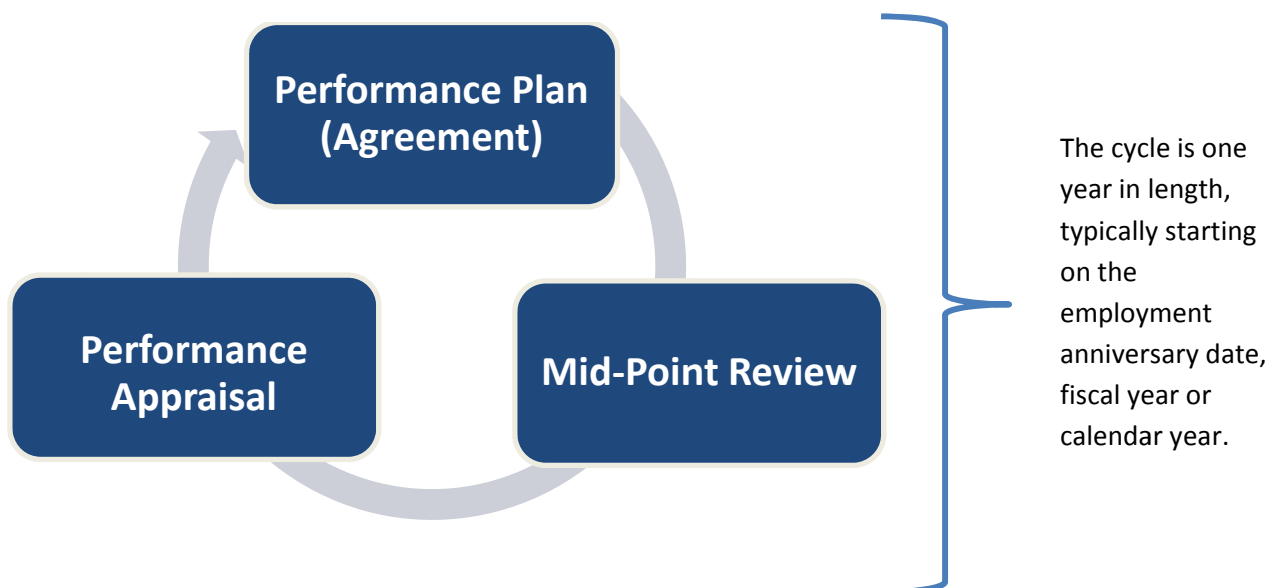
Performance Planning

Highlights Sheets

A Performance Plan is...

A roadmap outlining expectations and standards of performance for each person you are responsible for supervising or managing. The plan is the first part of the PPAR, or the Performance Planning and Appraisal Report.

The Performance Planning and Appraisal Cycle includes:



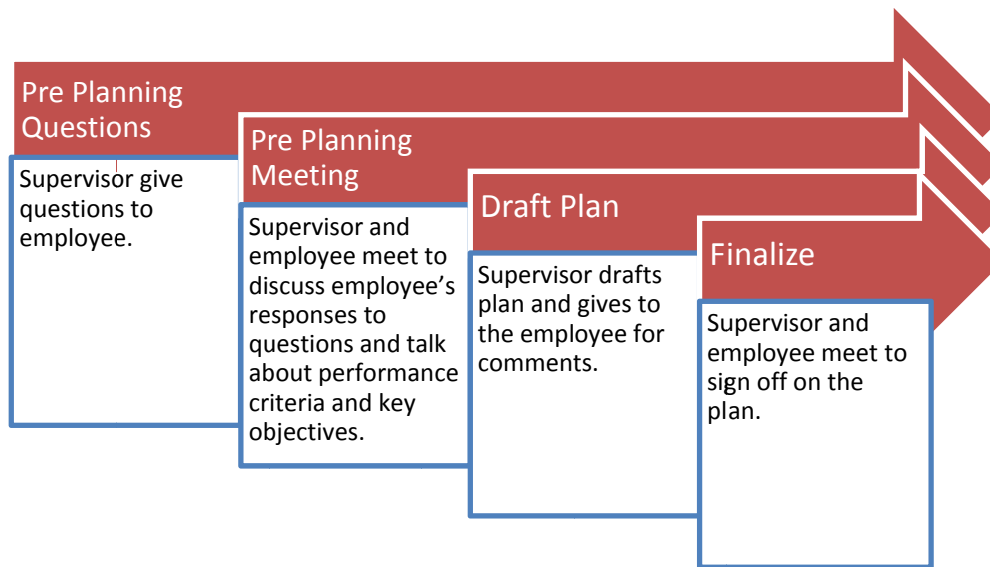
A Performance Plan includes:

1. **Key Performance Criteria/Job Description:** An up-to-date list of tasks, standards, competencies, and expectations for a specific job, in a specific department, in a specific unit.
2. **Performance Objectives:** Desired results for an employee for a specific review period. Performance objectives may come from:
 - ✓ Departmental strategic goals and priorities
 - ✓ Specific elements of the job description or key performance criteria
 - ✓ Special projects
 - ✓ Operations or business plan
 - ✓ Growth and development needs or opportunities
 - ✓ The individual employee

When writing Performance Objectives, keep in mind the S.M.A.R.T. criteria:

- S:** Specific
- M:** Measurable
- A:** Achievable
- R:** Relevant
- T:** Time Framed

The Performance Planning Sequence:



The seven fundamental values underlying the Performance Planning and Appraisal Process include:

