

**Performance Planning and Evaluation System**

**Administrative and Professional/Technical Staff**

**PERFORMANCE PLANNING**

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| **Employee Name** |  | **S Number** |
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| **Employee Job Title** |  | **Supervisor Name** |
| **Evaluation Period:** May 1, 2023- April 30, 2024 |  | **Evaluation Phase: Planning** |

1. Core Work Competencies (Planning Phase): The supervisor should review the following Core Work Competencies with the employee (*see competency definitions in the Evaluation Process Performance Planning instructions*). The supervisor may add specific expectations or guidance on any of the Core Competencies during the Planning Phase. This section should be submitted with the Major Job Duties, Goals, and Performance Planning Phase Signature Page to HR by May 31.

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| 1. | Core Competency: | Planning, Organizing, and Coordinating |
| Supervisor expectations or guidance, if any: | |
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| 2. | Core Competency: | Interpersonal Relations and Communications |
| Supervisor expectations or guidance, if any: | |
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| 3. | Core Competency: | Problem Analysis and Decision-Making |
| Supervisor expectations or guidance, if any: | |
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| 4. | Core Competency: | Demonstrates MCC’s Mission / Vision / Values |
| Supervisor expectations or guidance, if any: | |
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| 5. | Core Competency: | Supervision / Management (Indicate N/A if not applicable) |
| Supervisor expectations or guidance, if any: | |
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1. Major Job Duties (Planning Phase): The supervisor and employee should work together to list a minimum of three major job duties for which the employee is responsible. This section should be submitted with the Core Competencies, Goals, and Performance Planning Phase Signature Page to HR by May 31. At the Mid-Year review, the supervisor should evaluate the employee’s progress toward fulfilling the Major Job Duties. If revisions to the duties are needed, the supervisor should indicate the changes on the Mid-Year Progress Review Signature Page.

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| Major Job Duty #1: |  |
| Supervisor expectations or guidance, if any: | |
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| Major Job Duty #2: |  |
| Supervisor expectations or guidance, if any: | |
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| Major Job Duty #3: |  |
| Supervisor expectations or guidance, if any: | |
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| Major Job Duty #4: |  |
| Supervisor expectations or guidance, if any: | |
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| Major Job Duty #5: |  |
| Supervisor expectations or guidance, if any: | |
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1. Goals (Planning Phase): During the Planning Phase, the supervisor and employee should work together to list a minimum of three major goals for which the employee is responsible. Goals should be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound). This section should be submitted with the Core Competencies, Major Job Duties, and Performance Planning Phase Signature Page to HR by May 31. At the Mid-Year review, the supervisor should evaluate the employee’s progress toward meeting the goals. If revisions to the goals are needed, the supervisor should indicate the revisions on the Mid-Year Progress Review Signature Page.

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| **1.** | **Goal #1:** |  |
| Supervisor comments, if any: | |
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| **2.** | **Goal #2:** |  |
| Supervisor comments, if any: | |
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| **3.** | **Goal #3:** |  |
| Supervisor comments, if any: | |
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| **4.** | **Goal #4:** |  |
| Supervisor comments, if any: | |
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| **5.** | **Goal #5:** |  |
| Supervisor comments, if any: | |
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1. **Performance Planning Signature Page**

This form documents that the employee and supervisor have met to develop and discuss an annual performance plan. By signing below, the employee attests that they understand the performance expectations relating to their core work competencies, major job duties, and annual goals. This page should be submitted to HR, along with the Planning Phase pages listing the core competencies, major job duties and goals by May 31.

**Supervisor Comments (Mandatory):**

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**Employee Comments (Optional):**

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| **Employee Signature / Date** |  | **Supervisor Signature / Date** |