

## PERFORMANCE EXPECTATION PLAN

(To be signed by Employee and Supervisor and submitted no later than May 31  
and to be completed by all new employees within 30 days of hire)

To foster continued Employee development, the Employee and direct Supervisor shall work together to establish performance goals for the new Year in this Performance Expectation Plan ("Plan").

The immediate supervisor should discuss specific job responsibilities and evaluation expectations to establish an individualized Plan for the new Performance Year. This discussion of areas of strengths and/or areas needing improvement should serve as the basis for establishing a Plan for the new Performance Year.

Goal: \_\_\_\_\_

Strategies/actions to be taken to achieve goal: \_\_\_\_\_

\_\_\_\_\_

Goal: \_\_\_\_\_

Strategies/actions to be taken to achieve goal: \_\_\_\_\_

\_\_\_\_\_

Goal: \_\_\_\_\_

Strategies/actions to be taken to achieve goal: \_\_\_\_\_

\_\_\_\_\_

Goal: \_\_\_\_\_

Strategies/actions to be taken to achieve goal: \_\_\_\_\_

\_\_\_\_\_

Attach additional sheets if necessary.

**EMPLOYEE'S STATEMENT:** I have set a Performance Expectation Plan with the above goals with my Supervisor. I have read the Performance Expectations and have discussed specific job responsibilities with my Supervisor. I have received a printed copy of this Plan to keep for my records.

Comments: \_\_\_\_\_

\_\_\_\_\_

(For additional Employee comments, attach another sheet if necessary.)

Employee Signature:	Date:
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Print Employee Name: \_\_\_\_\_

**SUPERVISOR'S STATEMENT:** I have discussed with the Employee the above Performance Expectation Plan and specific job responsibilities. I have provided a printed copy to the Employee and will send original document to Human Resources for retention in the Employee's personnel file.

Supervisor Signature:	Date:
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Second Level Supervisor Signature:	Date:
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