**Staff Performance Plan**

|  |  |
| --- | --- |
| **Name:** Click or tap here to enter text. | **Employee Number:** Click or tap here to enter text. |
| **Position:** Click or tap here to enter text. | **Department:** Click or tap here to enter text. |
| **Direct Supervisor:** Click or tap here to enter text. | **Annual period:** Click or tap here to enter text. |

**What would you like to gain from this performance plan?**

Supervisor:

Employee:

**Purpose:** *Briefly describe the purpose of the position (may be taken directly from the summary section of the job description)*

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| Click or tap here to enter text. |

**How purpose is achieved:** *Highlight the main duties and accomplishments of this position to fulfill its purpose (may be taken directly from the job duties portion of the job description)*

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| Click or tap here to enter text. |

**How to ensure purpose is fulfilled:** *Provide a description of goals and objectives for the next review period (may attach a PIP or Development Plan).*

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| Click or tap here to enter text. |

**Additional Comments:**

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| Click or tap here to enter text. |

**Frequency of on-going meetings to discuss progress on goals/objectives:**

**□ Monthly □ Quarterly □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Acknowledgements:**

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**Employee Signature Date**

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**Supervisor Signature Date**

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**Department Head Date**