

## INSTRUCTIONS

The Performance Development Program provides an opportunity to discuss successes over the past year, as well as to assist in improving responsibilities/competencies of an employee. Please follow these steps in making the review of your staff a positive and productive experience.

1. Prepare the Annual Review form. If desired, create your own notes and compile additional documentation.
2. Use the agenda to produce open dialogue between you and your staff member. Include any comments at the bottom of the agenda and use the back of the page for additional space.
3. Check agenda items when they are covered with the employee.
4. If there is a responsibility/competency which requires improvement, use the Performance Improvement Plan form to notate:
  - Area(s) where improvement is needed
  - Measurement for achieving desired improvement
5. Have your staff member sign the Annual Review/Performance Improvement Plan and review the time to follow-up on improvements (if applicable).
6. Submit forms to Reviewing Official. After signing, send originals to the Human Resource Department.
7. Follow-up with staff member with the Performance Improvement Plan at the end of the improvement time period.