

# Professional Employee’s Performance Plan

**Name:** Type of Appointment:

Budget Title**:** **College/Calendar Year**:

**Department**:

Supervisor Name: Campus Title:

Indicate the number of personnel in the same title in this function/department/division:

I. Duties (list major duties of position in descending order of importance)

Insert Duties

II.Objectives

1. Objectives for this period (the supervisor will establish objectives based on the duties and responsibilities of the position, cite specific plans for the achievement of stated objectives when appropriate):

Insert Objectives

1. Long Term Objectives:

Insert Long Term Objectives

III.Organizational Chart for this position: (use functional titles and grades only, not names) Positions reporting to the same supervisor, along with this position (if more than four others report to the same supervisor, show the most representative):

Insert Text

IV.Interfunctional Relationships (offices with whom this person works)

Insert Text

V.Other Sources for Evaluation: (when other sources, e.g. other agencies offices, or individuals, will be involved with employee’s performance, the supervisor, after discussion with the employee, will determine to what extent these sources will be consulted in the evaluation process)

VI (Optional for Professional Staff) Please find below my comments:

Insert Text

Professional Staff: Date:

Supervisor: Date: