

State of Iowa Individual Performance Plan and Evaluation – Part 2 – Alignment with the Agency Performance Plan

STRATEGIES FOR THIS RATING PERIOD

EXPECTATIONS AND EVALUATION

Individual Performance Strategy (Goal)	Action Steps	Performance Criteria	Timetable
1.			

RESULTS:

Exceeds Expectations Meets Expectations Does Not Meet Expectations

Individual Performance Strategy (Goal)	Action Steps	Performance Criteria	Timetable
2.			

RESULTS:

Exceeds Expectations Meets Expectations Does Not Meet Expectations

Individual Performance Strategy (Goal)	Action Steps	Performance Criteria	Timetable
3.			

RESULTS:

Exceeds Expectations Meets Expectations Does Not Meet Expectations

Individual Performance Strategy (Goal)	Action Steps	Performance Criteria	Timetable
4.			

RESULTS:

Exceeds Expectations
 Meets Expectations
 Does Not Meet Expectations

State of Iowa Individual Performance Plan and Evaluation – Part 3 – Achievements, Strengths, and Overall Rating

Supervisor's Comments:	Employee's Comments:
Achievements and Strengths:	My noteworthy achievements:
Additional comments:	Additional comments:
Development Plans:	Support I need to improve my performance:
<p>Exceeds Expectations: The employee consistently performs well beyond expectations (strategies/goals, action steps, performance criteria, and timetables) and does outstanding work.</p> <p>Meets Expectations: Performance consistently fulfills the job requirements and expectations (strategies/goals, action steps, performance criteria, and timetables). The employee is doing the job expected for employees in this classification.</p> <p>Does Not Meet Expectations: Performance does not consistently meet expectations (strategies/goals, action steps, performance criteria, and timetables).</p>	
<p>Overall Rating: <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet Expectations</p> <p>I have received a copy of this performance evaluation and it has been discussed with me. I understand that my signature does not necessarily indicate agreement.</p> <p>Employee Signature: _____ Date: _____</p> <p>Supervisor Signature: _____ Date: _____</p> <p>Next Higher Level Management Signature: _____ Date: _____</p> <p>Recommended Actions: Salary Increase (for non-contractual positions only) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="padding-left: 40px;"><input type="checkbox"/> Permanent Status <input type="checkbox"/> Other (specify): _____</p>	