



PARKWAY

SCHOOL DISTRICT

2007 - 2008

Annual Performance Development Program Operations Division

Employee:	Years in Parkway:
Job Title:	Supervisor:
Department:	Date:

This form documents that the following topics have been discussed.

DISCUSSION TOPICS	Check When Discussed	SUPERVISOR COMMENTS
<u>Support Staff Standards of Professional Practice</u> – Review with employee and discuss how standards apply to his/her job at Parkway	<input type="checkbox"/>	
<u>Job Description</u> - Review <i>Job Description</i> and specific work responsibilities with employee	<input type="checkbox"/>	
<u>Safety</u> – Discuss employee’s work with regard to safety, work related injuries, and the use of personal protective equipment Discuss any suggestions either of you have that would enhance work place safety	<input type="checkbox"/>	
<u>Work Habits</u> - Discuss personal responsibilities including attendance, punctuality, appearance, work relations and communication style	<input type="checkbox"/>	
<u>Job Performance</u> - Discuss the employee’s work performance including productivity, individual initiative, areas of strength and areas that may require attention, focus or improvement	<input type="checkbox"/>	
<u>Skill Attainment</u> - Ask employee to list his/her current capabilities which make him/her credible Discuss what skills employee will need in future which he/she does not currently have Ask employee what his/her approach toward improving current capabilities and gaining new ones	<input type="checkbox"/>	<p>Training Classes Completed This Year:</p> <p>How were new skills and knowledge applied on the job?</p> <p>Recommended Training for Next Year:</p>

DISCUSSION TOPICS		SUPERVISOR COMMENTS
<i>Job Satisfaction</i> - Discuss the employee's job satisfaction and any ideas as to what might enhance or improve the overall satisfaction level	<input type="checkbox"/>	
<i>Feedback to Supervisor</i> - What feedback might the employee offer for the supervisor, work unit or department?	<input type="checkbox"/>	
<i>Other Issues</i> - Are there other issues that the employee or supervisor feels important to consider during this evaluation period?	<input type="checkbox"/>	

Employee meets or exceeds current expectations?

Yes, Meets or Exceeds Expectations (Employee *must* have participated in a voluntary staff development class or other training during the year and demonstrated application of learning in daily work)

Supervisor's Comments Supporting Rating:

Provisionally Meets Expectations (Employee is not performing to District and/or department standards in all areas of conduct, performance, development and /or attendance. Coaching in one or more areas is needed to meet expectations.)

Supervisor Comments Supporting Rating:

Follow-up Date: _____

No, Does Not Meet Expectations (A Performance Improvement plan is required. Complete the **Performance Improvement Form** and schedule a follow-up meeting to take place within 30 days.)

Follow-up Date: _____

Employee Signature _____ Date: _____

Employee Comments

Supervisor Signature _____ Date: _____

When Performance Development Program discussion is completed, provide a copy to employee, retain a copy for department file, and send original to Human Resources.