

FY 2006-2007 Performance Planning & Evaluation Form

1. Employ	ee Information					
Name:		Supervisor:				
Position:		Department/Section:				
Date of Hire:		Date of last Review: □6mth, □Mid Year, □Year End				
2. Goals an						
•		results achieved against the performance	e indicators.			
-	sign an Overall Goals rating.					
-		d, providing details to explain high and lo	ow ratings.			
 Planning: 1) Enter department goals for the next fiscal year. 2) List in priority order up to five individual performance goals that support the department goals. Each goal should be "SMART": Specific, Measurable, Aggressive but Attainable, Relevant, and Time-bound. 3) List the performance indicator(s) that will be used to measure success in attaining each goal. 						
PDC Mission	PDC Mission To bring together resources to achieve Portland's vision of a diverse, sustainable community with healthy neighborhoods, a vibrant central city, a strong regional economy, quality jobs and housing for all citizens.					
Department Goals (performance measures indicated on business plan document)						
Individual Goals		Performance Indicator (Metric)	Due Date	Evaluation		
				unsatisfactory partially meets fully successful exceeds expectations		
1.						
Comments:		-				
2.						
Comments:						
3.						
Comments:						
4.						
Comments:						
5.						
Comments:						
6.						

Comments:			
7.			
Comments:			
8.			
Comments:			
9.			
Comments:			
10.			
Comments:			
Overall Rating for Results Place an "X" to indicate overall performance in achieving results, taking into consideration the ratings above and the relative importance of each goal.			

3. Competencies

Year End: 1) Assign a rating for each competency based on the extent to which the competency (behavior) is displayed.

- 2) Assign an Overall Competency rating.
- 3) Provide specific examples, particularly to explain high and low ratings.

Planning: Discuss how the competencies apply to the employee's position, including the relative importance of each.

Competency	Evaluation		
	unsatisfactory partially meets fully successful exceeds expectations		
Drive for Results: Displays a high energy level in pursuing "stretch" goals and overcoming obstacles. Works hard to achieve and surpass customer needs. Operates autonomously; is a self-starter. Implements and supports leadership and management team initiatives.			
Comments:			
Innovation/Quality Improvement: Generates new ideas and uses these ideas to develop improved processes, methods, systems or services that produce customer, organizational or department benefits. Actively supports organization-wide business/process improvement projects and initiatives.			
Comments:			
Teamwork/Partnering: Ensures team has a clear understanding of goals. Involves other team members in decision-making and problem-solving. Recognizes and acknowledges efforts and achievements of team members. Ensures all team members feel valued and respected. Models commitment to the team. Provides necessary resources to the team to accomplish goals.			
Comments:			
Dependability: Displays effective work habits. Demonstrates a high level of dependability in all aspects of the job. Fulfills commitments made to others. Complies with PDC policies and procedures. Submits requirements/requests for Commission on time. Submits financial and status reports on time.			
Comments:			

Communications: Is clear and concise in communicating thoughts and information through written (e.g., email) and verbal communications (e.g., one-on-one discussions, small group meetings and presentations). Is an active and effective listener.	
Comments:	
Job Knowledge and Skills: Demonstrates required knowledge, skills and ability of the job by serving one's customers effectively and carrying out one's responsibilities in an efficient manner.	
Comments:	
Managing Others (for those who manage employees and vendors): Improves the skills of others by providing clear, specific and timely performance feedback. Hires, develops and retains successful employees; sets clear goals and expectations, provides effective coaching, takes corrective action when necessary, facilitates skills development.	
Comments:	
Leadership : Aligns work unit and individual goals with larger organizational goals. Operates with integrity. Develops and takes responsibility for achieving PDC-wide and Department goals. Sets priorities and provides clear direction. Addresses difficult issues. Initiates and manages change initiatives.	
Comments:	
Cultural Competence: Understands the role of diversity in the organization. Respects the diverse nature of others both within the organization and the wider community by communicating effectively with a variety of groups and individuals. Recognizes differences and responds appropriately. <i>For Managers/Supervisors</i> : Adapts management/leadership style to various situations.	
Comments:	
Customer Service: Service-oriented, demonstrates active listening skills; treats internal/external customers with courtesy; builds positive rapport; meets customer commitments.	
Comments:	пппп
Stewardship: Demonstrates fiscal responsibility. Uses resources wisely and looks for ways to achieve most value at least cost to public. As applicable, encourages/supports sustainable development practices.	
Comments:	
Overall Rating for Competencies Place an "X" to indicate overall performance in demonstrating competencies, taking into consideration the individual ratings above and the relative importance of each competency.	
4. Summary and Improvement Plan	
Year End: Summarize strengths demonstrated, and areas in need of improvement or development for the Identify top three strengths and development needs. Summarize development action plan to le and/or improve skills.	
Summary of Strengths	
•	
Development Needs	
•	
•	
Development Actions (include dates)	
•	

	t best reflects the combined	Unsatisfactory	Partially Meets Expectations	Fully Successful	Exceeds Expectations
performance on results and competencies.					
5. Signatures					
	wledges receipt of the comple ting areas of disagreement.	ted evaluation; it doe	es not necessarily ind	dicate agreemer	nt. Employee
Employee:	Signature	Print Name		Date:	
Manager:	Signature	Print Name		Date:	
Next Level Manager:	Signature	Print Name		Date:	
HR Manager:	Signature	Print Name		Date:	