PERFORMANCE DEVELOPMENT PROCESS
Instructions for completing the PDP Form - Review Period: Begins April 1 - Ends March 31

Beginning of Review Period - April 1:

1. Complete identification information located on the top of the form.
2. Identify major performance areas applicable for employee. Cross out those that do not apply (e.g. supervising employees).
3. Identify major performance factors that are key to the position by indicating the importance weighting (high, medium, low). These will be the factors on which the employee will be evaluated. (Note: A “low” weighting does not mean that the factor is unimportant, only that it is less important than other factors.)
4. (Optional) Write operational objectives and standards in the blank sections labeled “Primary (and Secondary) Operational Objectives” on page 2 of the PDP form. Indicate the importance weighting in the space provided.
5. After setting the weights, and discussing the goals and objectives with the employee, sign and date the top of the form. The supervisor should retain the original PDP form for full completion at the end of review period the following year, and provide a copy to the employee. Please forward a copy of the first page to USMO-Human Resources.

During Review Period & Throughout The Year:

1. Update performance factors and operational objectives as necessary; discuss revisions with the employee. Use the form as a basis for discussing performance, and providing feedback and coaching during the review period.

End of Review Period - March 31:

1. Evaluate performance on key performance indicators and operational objectives (if applicable) by checking the appropriate rating boxes and document performance under “comments”. Consider performance during the entire review period.
2. Evaluate overall performance and note any comments in “Summary of Overall Performance”.
3. Determine the overall rating by using the electronic worksheet. Discuss the evaluation with the next level supervisor or department designee before presenting the evaluation to the employee.
4. Conduct performance review discussion with employee.
5. (Optional) Employee may add his/her comments.
6. Sign and date the form. Obtain final signature from Chancellor/Vice Chancellor for your unit.
7. Forward the completed form to USMO-Human Resources, with all required signatures (original – not a copy). Employee and supervisor should retain a copy of the PDP form.

Rating Scale

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>Performance consistently above standards and far exceeds normal expectations; exceptional achievement and contribution to System Office.</td>
</tr>
<tr>
<td>Above Standards</td>
<td>Performance above standards in many important aspects and exceeds Normal expectations.</td>
</tr>
<tr>
<td>Meets Standards</td>
<td>Performance meets standards in all-important aspects.</td>
</tr>
<tr>
<td>Below Standards</td>
<td>Performance below standards in some important aspects, but meets standards in other aspects; improvement needed.</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>Performance below standards in critical aspects; improvement required.</td>
</tr>
</tbody>
</table>