



MINIMUM WORKFORCE PERFORMANCE MANAGEMENT (WPM) APPRAISAL and PERFORMANCE PLANNING AND EVALUATION (PPE) GUIDE

<p><i>A well-built performance plan <u>must</u> include...</i></p>	<p>A. Performance Expectations and Standards</p> <ul style="list-style-type: none"> • May be stated as a goal, outcome or result expected, numerical criteria, competency to be demonstrated, task to be accomplished or performed, acceptable conduct, or other expectation appropriate to the job classification and position • Must be created using S.M.A.R.T. GOALS - Specific, Measurable, Attainable, Relevant, Time-Bound • Must be written at least at a Successful/Meet Expectation level <p>B. Competencies</p> <ul style="list-style-type: none"> • Work Safe Environment competency is mandatory for all County employees • Performance Management and Equal Employment Opportunity (EEO) competencies are mandatory for MLS, Question A and PSM employees In addition to Work Safe Environment • MLS, Question A, PSM and FOP competencies are pre-defined and pre-loaded in WPM <p>C. Career Development Goal</p> <ul style="list-style-type: none"> • At least one career development goal • Encourages employees' continued growth in their current positions or to plan their own career path/promotional objectives • Not rated • FOP is not required to have a career development goal
<p><i>A well-built performance plan <u>should</u> include...</i></p>	<p>A. Competencies - Behaviors to be demonstrated</p> <ul style="list-style-type: none"> • Competencies describe behaviors used to achieve desired outcomes • Competencies blend the knowledge, skills, and behaviors demonstrated by the successful employee • Competencies are observable and achievable • There are no specific required number of competencies; however, OHR recommends no more than 4-5 competencies <p>B. Objectives - Results or tasks to accomplish</p> <ul style="list-style-type: none"> • Objectives describe tasks to be performed • Objectives describe the expectations of an employee's work responsibilities • Objectives should incorporate the Montgomery County Government mission • Objectives results should be within the scope and control of your employee • There are no specific required number of objectives competencies; however, OHR recommends no more than 4-5 objectives
<p><i>A well-built performance plan...</i></p>	<p>Ties to the County's and department's strategic planning</p>
<p>Links to Performance Management and WPM resources</p>	<p>OHR Website: OHR Performance Management Change Management Website: Online WPM Training Materials</p>