

## MONTGOMERY COUNTY, MARYLAND PERFORMANCE PLANNING AND EVALUATION FORM

EMPLOYEE INFORMATION		
Employee Name: Social Security Number: Job Title:	Department: Division/Team:	
Supervisor Name(s):	Reviewing Official Name:	
Type of Evaluation: <div style="text-align: center; margin-left: 100px;"> <input type="checkbox"/> Annual  <input type="checkbox"/> Interim                 </div>	Review Period: From (date)_____ To (date)_____	
DOCUMENTATION SIGNATURES		
Activity to be documented	Date	Signature
Performance Plan Finalized (Employee)		
Performance Plan Finalized (Supervisor)		
Mid Year Progress Discussion (Employee)		
Mid Year Progress Discussion (Supervisor)		
Evaluation Reviewed by Employee* *Does not indicate agreement		
Evaluation Finalized by Supervisor		
Evaluation Reviewed by Reviewing official		
OVERALL RATING		
<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Highly Successful Performance	<input type="checkbox"/> Successful Performance <input type="checkbox"/> Does Not Meet Expectations	
<p><b>This form is for employees who are not in a bargaining unit position or an MLS position.</b></p> <p><u>Note for automated versions of this form:</u> This form is in a <i>Word</i> tables format. Each row will expand as you type into it. Hit tab key when at the bottom of the row to create additional rows. All automated forms must be safeguarded or password protected from unauthorized viewing.</p>		

<b>PERFORMANCE PLAN</b>	
<b>PART 1: INDIVIDUAL OR TEAM SPECIFIC EXPECTATIONS</b>	
<u>Plan Development:</u> This section should list the performance expectations for this individual and/or team. Clearly indicate which expectations will receive team ratings (as applicable). If feedback from nonsupervisors will be obtained, describe the source and approach to obtaining and utilizing this information (as applicable). Serious corrective performance improvement issues may be addressed in a separate work improvement plan.	
<u>Evaluation:</u> Ratings should be based on the degree to which the employee/team achieved or met the performance expectation. Narrative Comments are required for all ratings.	
#1	
Narrative Comments for #1	
Rating: <input type="checkbox"/> Exceptional <input type="checkbox"/> Highly Successful <input type="checkbox"/> Successful <input type="checkbox"/> Does Not Meet Expectations	
#2:	
Narrative Comments	
Rating: <input type="checkbox"/> Exceptional <input type="checkbox"/> Highly Successful <input type="checkbox"/> Successful <input type="checkbox"/> Does Not Meet Expectations	
#3:	
Narrative Comments	
Rating: <input type="checkbox"/> Exceptional <input type="checkbox"/> Highly Successful <input type="checkbox"/> Successful <input type="checkbox"/> Does Not Meet Expectations	
#4:	
Narrative Comments	
Rating: <input type="checkbox"/> Exceptional <input type="checkbox"/> Highly Successful <input type="checkbox"/> Successful <input type="checkbox"/> Does Not Meet Expectations	
#5:	
Narrative Comments	
Rating: <input type="checkbox"/> Exceptional <input type="checkbox"/> Highly Successful <input type="checkbox"/> Successful <input type="checkbox"/> Does Not Meet Expectations	

<p><b>PART 2: GENERAL EXPECTATIONS &amp; COMPETENCIES</b></p> <p>General expectations and competencies are generic in nature and may apply to a cross section of positions and functions</p>
<p>Plan: Each general expectation or competency listed below must include a description and/or behavioral examples of the expected performance (below or in an attachment)</p> <p>Evaluation: Team ratings do not apply to general expectations or competencies</p>
#1
Narrative Comments
Rating: <input type="checkbox"/> Exceptional <input type="checkbox"/> Highly Successful <input type="checkbox"/> Successful <input type="checkbox"/> Does Not Meet Expectations
#2:
Narrative Comments
Rating: <input type="checkbox"/> Exceptional <input type="checkbox"/> Highly Successful <input type="checkbox"/> Successful <input type="checkbox"/> Does Not Meet Expectations
#3:
Narrative Comments
Rating: <input type="checkbox"/> Exceptional <input type="checkbox"/> Highly Successful <input type="checkbox"/> Successful <input type="checkbox"/> Does Not Meet Expectations
#4:
Narrative Comments
Rating: <input type="checkbox"/> Exceptional <input type="checkbox"/> Highly Successful <input type="checkbox"/> Successful <input type="checkbox"/> Does Not Meet Expectations
#5:
Narrative Comments
Rating: <input type="checkbox"/> Exceptional <input type="checkbox"/> Highly Successful <input type="checkbox"/> Successful <input type="checkbox"/> Does Not Meet Expectations
#6:
Narrative Comments
Rating: <input type="checkbox"/> Exceptional <input type="checkbox"/> Highly Successful <input type="checkbox"/> Successful <input type="checkbox"/> Does Not Meet Expectations
#7 (add more "boxes" as needed):
Narrative Comments
Rating: <input type="checkbox"/> Exceptional <input type="checkbox"/> Highly Successful <input type="checkbox"/> Successful <input type="checkbox"/> Does Not Meet Expectations

<b>CAREER DEVELOPMENT (REQUIRED)</b>
Goal or Competency to be developed:  Year End Accomplishment Summary

<b>PROGRESS DISCUSSION NOTES</b>
Supervisor:  Employee:

<b>COMMENTS</b>
Supervisor:  Employee: