**Performance Plan**

Employee: Enter Name Here CWID: Enter Number Job Title: Enter Title Here

Department: Enter Name Here Supervisor: Enter Name Here CWID: Enter Number

Reviewer: Enter Name Here CWID: Enter Number Here

Date this performance plan was completed: Enter Date Here

*Be sure to complete the Performance Plan Certification form, sign, and send that* ***ORIGINAL*** *form to the Human Resources Department at* *hr@mines.edu* *This page remains with the Performance Plan.*

**----------------------------------------------------------------------------**

Describe and define performance standards for each Core Competency. A standard must be set for the Effective, Highly Effective and Exceptional ratings.

*The following applies to the entire document. The performance standards contained in this performance plan reflect guidance and intent for the evaluation of performance at the Effective, Highly Effective or Exceptional levels. They are not to be interpreted as fully inclusive but simply to convey a “sense” of the needed performance. Sub-standard performance of a significant or ongoing nature, but not listed in the performance standards, could result in a Needs Improvement or Unacceptable rating*. Refer to the **Description of 5-Point Rating Scale** [here](https://www.mines.edu/human-resources/performance-management/) and click on **Classified Staff** for additional details.

**Job Knowledge:** *The degree to which the employee is skilled in job-specific knowledge that is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner.* The employee meets work standards, schedules, and deadlines; demonstrates efficiency in completing duties; sets priorities, is motivated; makes sound, well-informed, objective decisions; resolves problems; makes continuous improvements and takes on additional duties as needed.

To be rated Effective on Job Knowledge, the employee’s work must demonstrate and meet the following standards:

To be rated Highly Effective on Job Knowledge, the employee’s work must demonstrate and meet the following standards:

To be rated Exceptional on Job Knowledge, the employee’s work must demonstrate and meet the following standards:

**Supervision (**Used only if the employee supervises others.)**:** The degree to which the supervisor assigns work, develops deadlines, and provides ongoing feedback; demonstrates leadership by promoting teamwork, diversity, and cooperation; provides opportunities and gives recognition; clarifies and communicates performance expectations; provides ongoing behavioral feedback and annual performance appraisals; exercises discipline and resolves conflict fairly and constructively; trains, coaches, and develops subordinates; delegates responsibility as appropriate; etc.

To be rated Effective on Supervision/People Management, the employee’s work must demonstrate and meet the following standards:

To be rated Highly Effective on Supervision/People Management, the employee’s work must demonstrate and meet the following standards:

To be rated Exceptional on Supervision/People Management, the employee’s work must demonstrate and meet the following standards:

**Accountability:** *The degree to which the employee’s work behaviors demonstrate responsible personal and professional conduct, which contributes to the overall goals and objectives of Mines.* The employee knows and adheres to attendance, leave and other relevant policies, procedures, rules and regulations; displays a positive attitude, conveys a positive image of Mines, and encourages others to do well; takes the initiative to improve professional growth; is motivated, flexible, and committed to performing high quality work; demonstrates high standards of ethical conduct; etc.

To be rated Effective on Accountability, the employee’s work must demonstrate and meet the following standards:

To be rated Highly Effective on Accountability, the employee’s work must demonstrate and meet the following standards:

To be rated Exceptional on Accountability, the employee’s work must demonstrate and meet the following standards:

**Collaboration/Teamwork:** *The degree to which the employee promotes cooperation and commitment within a team to achieve goals and deliverables. The employee encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first. Gives honest and constructive feedback and shows willingness to receive feedback from peers. Ensures joint ownership of goal setting, commitments, and accomplishments.*

To be rated Effective on Collaboration/Teamwork, the employee’s work must demonstrate and meet the following standards:

To be rated Highly Effective on Collaboration/Teamwork, the employee’s work must demonstrate and meet the following standards:

To be rated Exceptional on Collaboration/Teamwork, the employee’s work must demonstrate and meet the following standards:

**Communication:** *The degree to which the employee effectively communicates by actively listening and sharing relevant information with co-workers, supervisor(s), and clients so as to anticipate problems and ensure the effectiveness of Mines.* The employee keeps co-workers, supervisors, and customers informed; actively listens; provides clear instructions and expectations; and communicates effectively orally and in writing in a manner that is well organized, appropriate, and courteous; etc.

To be rated Effective on Communication, the employee’s work must demonstrate and meet the following standards:

To be rated Highly Effective on Communication, the employee’s work must demonstrate and meet the following standards:

To be rated Exceptional on Communication, the employee’s work must demonstrate and meet the following standards:

**Customer Service:** *The extent to which the employee works effectively with internal and external customers and/or clients to satisfy their service/product expectations.* The employee demonstrates a knowledge of products and services; gets the customer’s input; assesses their needs; focuses on finding solutions and/or offers alternatives; responds to requests for information, products, or services promptly, courteously, and effectively; etc.

To be rated Effective on Customer Service, the employee’s work must demonstrate and meet the following standards:

To be rated Highly Effective on Customer Service, the employee’s work must demonstrate and meet the following standards:

To be rated Exceptional on Customer Service, the employee’s work must demonstrate and meet the following standards:

**Interpersonal Skills:** *The degree to which the employee interacts effectively with others to establish and maintain smooth working relations.* The employee develops and maintains effective, professional relationships; gains confidence and trust; considers and responds tactfully to the needs of others; takes personal responsibility for own words and actions; respects the opinions of others; etc.

To be rated Effective on Interpersonal Relations, the employee’s work must demonstrate and meet the following standards:

To be rated Highly Effective on Interpersonal Relations, the employee’s work must demonstrate and meet the following standards:

To be rated Exceptional on Interpersonal Relations, the employee’s work must demonstrate and meet the following standards:

**Individual Performance Measures (IPM)**

Please ensure the IPMs are separate goals from the typical job functions and are written as SMART goals – Specific, Measurable, Attainable, Relevant and Time-Bound. Please refer to the **Performance Management Training Job Aid** [here](https://www.mines.edu/human-resources/performance-management/) and click on **Classified Staff** for details to help you write SMART goals.

**Individual Performance Measure (IPM) #1:** Describe the personal goal below

To be rated Effective on this IPM, the employee’s work must demonstrate and meet the following standards:

To be rated Highly Effective on this IPM, the employee’s work must demonstrate and meet the following standards:

To be rated Exceptional on this IPM, the employee’s work must demonstrate and meet the following standards:

**IPM #2:** Describe the personal goal below

To be rated Effective on this IPM, the employee’s work must demonstrate and meet the following standards:

To be rated Highly Effective on this IPM, the employee’s work must demonstrate and meet the following standards:

To be rated Exceptional on this IPM, the employee’s work must demonstrate and meet the following standards:

**IPM #3:** Describe the personal goal below

To be rated Effective on this IPM, the employee’s work must demonstrate and meet the following standards:

To be rated Highly Effective on this IPM, the employee’s work must demonstrate and meet the following standards:

To be rated Exceptional on this IPM, the employee’s work must demonstrate and meet the following standards:

If more IPMs are needed, insert them here.

**OVERALL PERFORMANCE RATING** -- *The performance standards contained in this performance plan reflect guidance and intent for the evaluation of performance at the Effective, Highly Effective or Exceptional levels. They are not to be interpreted as fully inclusive but simply to convey a “sense” of the needed performance. Sub-standard performance of a significant or ongoing nature, but not listed in the performance standards, could result in a Needs Improvement or Unacceptable rating*. Refer to the **Description of 5-Point Rating Scale** [here](https://www.mines.edu/human-resources/performance-management/) and click on **Classified Staff** for additional details.

Describe how the ratings on the above Core Competencies and IPMs will be combined to equal an Overall Performance Rating of:

Effective:

Highly Effective:

Exceptional:

**Signatures**

Employee: Enter Signature Here Date: Enter Today's Date

Supervisor: Enter Signature Here Date: Enter Today's Date

Reviewer: Enter Signature Here Date: Enter Today's Date

**Set Date for 90-day Check in:** Enter Date 90 days Away

**90-day Check In**

After 90-days of employment in any classified position, a check-in will be conducted between employees and their direct supervisor to review their job performance.

Please complete the below.

**We confirm that we have discussed the employee’s position description and my expectations and goals for this rating period.**

Employee: Enter Signature Here Date: Enter Today's Date

Supervisor: Enter Signature Here Date: Enter Today's Date