



# VCU

VIRGINIA COMMONWEALTH UNIVERSITY

## Employee Work Profile (EWP)

### Work Description/Performance Plan

#### Instructions

### Work Description/Performance Plan

These sections are developed or reviewed by the supervisor and the employee **within 30 days of hire**. The Employee Work Profile (EWP) Work Description/Performance Plan also is updated, if needed, and reviewed again with the employee at the **beginning of the evaluation cycle**.

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| <b>Organizational Objective</b>                                      | Write a brief statement describing how the position links to the work unit, division or VCU mission. This statement helps to align the position's work assignments and priorities to desired outcomes and results.   |
| <b>Purpose of Position</b>   | Include a brief description of the reason the position exists. This statement should link to the organizational objective and capture the most important service or product expected from the employee in the position. This statement provides a good idea of the purpose of the position without going into detail.  |
| <b>Knowledge, Skills, &amp; Abilities (KSAs) and/or Competencies</b> | Describe the expertise required to successfully perform the assigned work. The information may be used in hiring new employees or to describe the competency or skill level of the incumbent.  |
| <b>Education, Experience, Licensure, Certification</b>               | Enter the educational background that would be required for entry into position. Also, list any occupational certifications or licenses that the employee must hold.   |
| <b>Sensitive or Resource Critical</b>                                | Check "yes" or "no," as applicable.  |
| <b>Core Responsibilities</b>   | List up to five core job responsibilities in order of their importance to the whole job. Core responsibilities are essential to the work performed and are written as broad sets of major duties or functions. Core responsibilities must provide sufficient information to assign the position to the proper Role, determine exemption status for FLSA (federal Fair Labor Standards Act) and provide a basis for performance evaluation. Statements should be brief and do not have to include every detail of the position's activities. Performance Management is a required core responsibility for all supervisory employees and is pre-populated on the form in eJobs (it can be deleted from an EWP in eJobs if not applicable to the position). Risk Management is also pre-populated and should be included in all positions where adherence to controls through ARMICS (state Agency Risk Management Internal Control Standards) is critical (it also can be deleted from eJobs if not applicable). |

<b>Special Assignments</b>	Completion of this section is not required. Special assignments are considered brief in nature and typically are not extended beyond the performance period. Statements should be brief and do not have to include every detail of the assignment.
<b>Objectives and/or Competencies</b>	Ethical Standards and Customer Service are required competencies for all employees and are pre-populated on the form in eJobs. Additional objectives are encouraged but not required. Objectives are defined as strategic business goals set by the agency or division/department. They also may include behavioral competencies that are critical to the employee's success. Identifying objectives and/or competencies on the work plan helps to support organizational values and goals and reinforces each employee's role in meeting those goals.
<b>% of Time Spent and Essential (E) / Marginal (M) Designations</b>	Enter the approximate percentage of time spent performing the core responsibilities. Designate each core responsibility, special assignment and Objective/Competency as an essential (E) or marginal (M) job function.
<b>Measures</b>	Identify the qualitative and/or quantitative measures against which each responsibility, assignment, or objective will be assessed. Measures are included for the Performance Management core responsibility, Ethical Standards and the Customer Service objective.
<b>Position's Physical/Cognitive Requirements</b>	Document essential (E) and marginal (M) job functions of the position for use in responding to requests for modification or accommodation. Information regarding employees' medical histories are not a part of this form and must be maintained separately from the personnel file.
<b>Employee Development Plan: Learning Goals</b>	List any learning goals identified by the employee and/or the supervisor.
<b>Employee Development Plan: Learning Steps/ Resource Needs</b>	Indicate specific steps that need to be taken and by whom and the timeframes to accomplish the learning goals. Action may include training, coaching or other learning methods.
<b>Confidentiality and Compliance Statement</b>	This section identifies confidentiality and compliance as a critical organizational value and establishes clear consequences if confidentiality is violated. The statement applies only to protected information and does not apply to information that is released according to agency or departmental procedures. Discuss and have employee sign the statement to acknowledge understanding.
<b>Review of Work Description/ Performance Plan</b>	This section is used for signatures of the supervisor, reviewer and employee.