



JOB PERFORMANCE AGREEMENT AND/OR INDIVIDUAL DEVELOPMENT PLAN

Employee:		Performance Period:	
Job Title:		Department:	
<p><i>Instructions:</i> List the responsibilities/standards/objectives for the next performance period. Performance objectives should have exceptional value-added components that will significantly benefit this company and its strategic direction. Objectives may be individual, team or institutional. An individual development plan is used for improvement plans, where necessary, or plans to reinforce or develop performance strengths. Objectives should be SMART: Specific, Measurable, Attainable, Relevant and Timed. Use as many as are appropriate. Attach completed and upcoming goal documents to employee performance evaluation.</p>			
PERFORMANCE OBJECTIVE			
State Goal/Objective:			
Type:	<input type="checkbox"/> Routine <input type="checkbox"/> Problem-Solving	<input type="checkbox"/> Innovative <input type="checkbox"/> Personal Development	<input type="checkbox"/> Organizational Development <input type="checkbox"/> Other:
Anticipated Outcome:			
Anticipated Start and End Dates:			
Resources Required:			
Other Key Participants/Contributors:			
Date of Mid-term Review:			
Method of Evaluation – (how will success/failure be measured?):			
Employee's signature		Date	
Supervisor's signature		Date	

To access EAP services:
866-750-1327

Other Online Resources:
<https://reliantbh.personaladvantage.com>

Action Plan (list milestones)	Timeline	Person Responsible
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

Goal Setting Tips for S.M.A.R.T. Model

Specific - A goal/objective precisely defines the specific work and desired outcome.

Measurable - A goal/objective is written so achievement can be measured; evaluation tools and process are defined.

Attainable - Both the supervisor and the employee are committed to achieving the goal/objective; the goal must be reachable considering available time and resources.

Relevant - The goal/objective must be directly relevant to the mission and/or initiatives and/or the goals of the department.

Timed - The goal/objective is time-based, defining initiation date, milestones and completion date.

Types of Goals/Objectives

Routine – goals/objectives that achieve routine work assignments.

Problem-Solving – goals/objectives which resolve identified problems.

Innovative – goals/objectives that pertain to new ideas, services, or ways of doing things.

Personal development – goals/objectives related to an individual's professional development and growth.

Organizational development – goals/objectives for an entire organization or specific department.

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