



Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Time Period:  Annual  Other: \_\_\_\_\_

Submit MAP to the Human Resources Office for the employee's personnel file. The MAP describes the employee's job performance, future achievements planning, and MAP development.

- For the initial MAP meeting, the employee and supervisor each prepare a MAP form.
- During the final MAP meeting the employee and supervisor:
  - Discuss past performance and plan future achievements.
  - Together create a final MAP form that addresses employee performance and professional growth.
- The supervisor is responsible for making sure the MAP is completed.
- Both sign the final MAP form and the supervisor submits it to Human Resources.

*Consider these performance elements: self-management, work processes & results, teamwork, innovation and change, development, communication, customer service, leadership performance.*

**1. Things Done Well and Work Accomplishments**

Describe specific examples of the employee's best work, including:

- Achievements
- Successes
- Positive contributions to your department and the college

List specific accomplishments and measurable outcomes; link to the college's Strategic Directions.

**2. Things To Do Even Better - Opportunities for Growth**

Describe anything the employee can:

- Improve
- Change
- Learn

List opportunities for growth and contributions to the college; link to the college's Strategic Directions.

**3. Things to Work On**

Select things from #2 above to work on as a priority. Describe the present situation.

- What is happening now (give facts: who, where, when)?
- Why is this a concern?
- How does it affect others?
- Link to the college’s Strategic Directions.

**4. Employee’s Action Plan**

Describe actions the employee will take to achieve the desired change, improvement, or learning.

- WHAT will the employee do (or what is the goal)?
- HOW will the employee do this? List steps to take or methods/procedures to follow to achieve the goal.
- Describe the situation’s outcome if the action plan is successful, including standards the employee must meet.
- WHEN will the employee do these steps? Dates, times, deadlines.
- Link to the college’s Strategic Directions.

**5. Supervisor’s Action Plan**

Describe actions the supervisor will take to help achieve the action plan.

- WHEN will the supervisor do these steps? Dates, times, deadlines.

Next MAP session:

- |                                   |                                |                                    |                                   |
|-----------------------------------|--------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> January  | <input type="checkbox"/> April | <input type="checkbox"/> July      | <input type="checkbox"/> October  |
| <input type="checkbox"/> February | <input type="checkbox"/> May   | <input type="checkbox"/> August    | <input type="checkbox"/> November |
| <input type="checkbox"/> March    | <input type="checkbox"/> June  | <input type="checkbox"/> September | <input type="checkbox"/> December |

Employee comments:

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Attachments

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

Date: \_\_\_\_\_