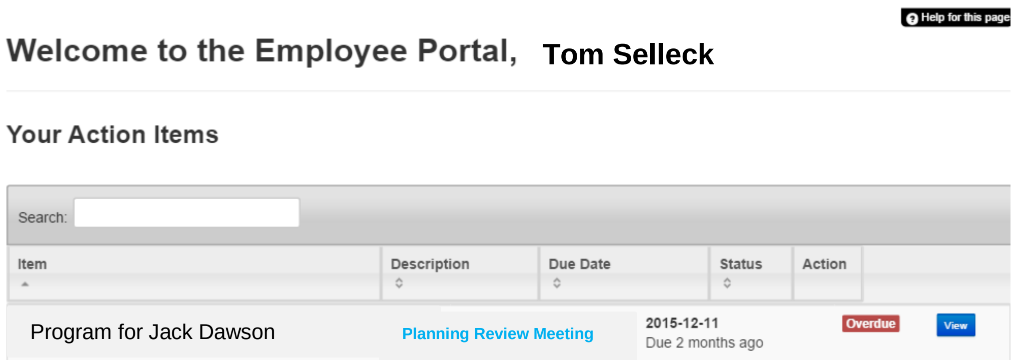
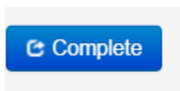
The Performance Plan allows a supervisor and an employee to establish performance goals and clarify expectations for the performance review period. At the beginning of the performance management process, the supervisor creates a Performance Plan. After meeting with the employee to discuss expectations, goals and objectives, the supervisor sends the plan to the employee for acknowledgment.

Create the Performance Plan

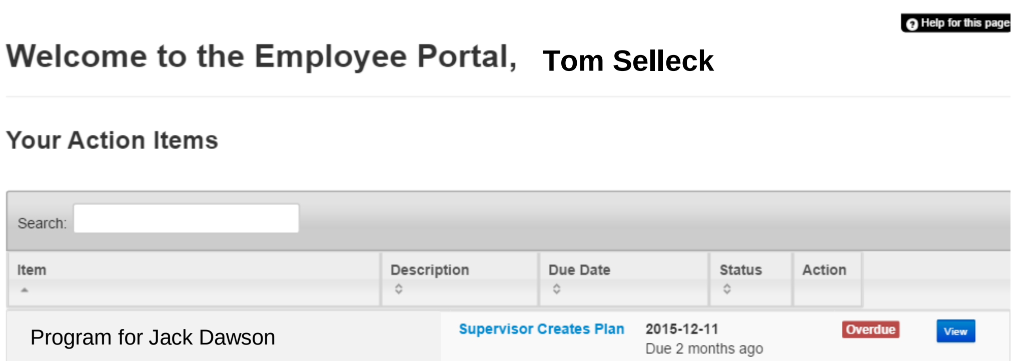
To create a Performance Plan for your employee, go to **Your Action Items** section of the Home page and click on the **View** button under the **Action** column for the task "Planning Review Meeting."



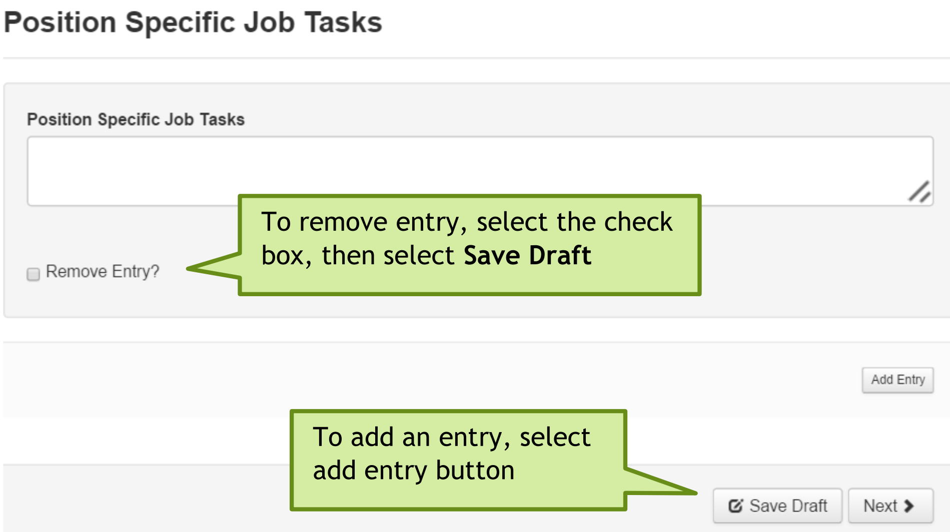
1. This is a reminder for you to meet with the employee to discuss the Plan. Select the blue **Complete** button.



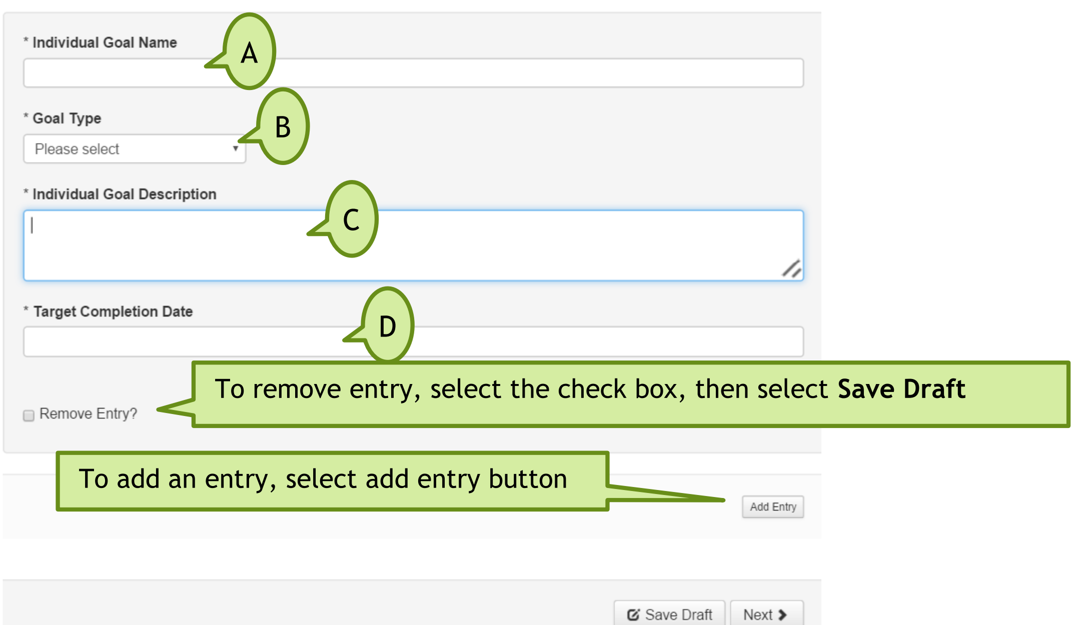
To create a Performance Plan for your employee, go to **Your Action Items** section of the Home page and click on the **View** button under the **Action** column for the task "Supervisor Creates Performance Plan."



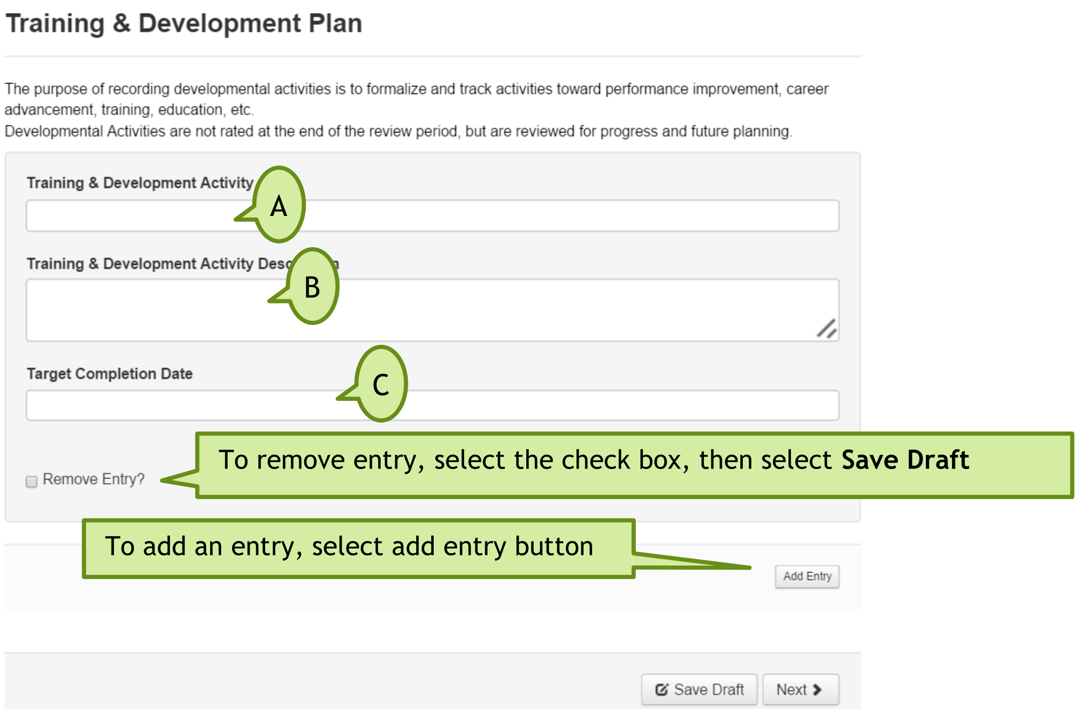
1. On the **Core Competencies** tab, core competencies that are listed are for all employees. Below the core competencies is an area where the supervisor can list Position Specific Job Tasks. These are additional position specific job tasks that are aligned with the job description.



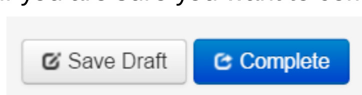
2. On the **Individual Goals** tab, you can add individual performance goals or objectives for the review period. To add Goals/Objectives,
    a. Enter a title in the **Individual Goal Name** box.
    b. Select Professional.
    c. Type description of individual goal.
    d. Selecta **Target Completion Date**.
    e. To add another **Individual Goal,** click on the **Add Entry** button and repeat steps a – d.
    f. To remove an **Individual Goal**, click on the **Remove Entry,** check box and select the **Safe Draft** button.



3. The **Training and Development Plan** tab, you can add training and development opportunities. To add these opportunities,
    a. Enter a title in the **Training & Development activity** box.
    b. Provide an explanation of the training & development activity description field.
    c. Enter the completion date in the Target Completion Date field by clicking on the text box and using the pop-up calendar.
    d. To add another **Training & Development Activity**, click on the **Add Entry** button and repeat steps a – c.
    e. To remove a **Training & Development Activity**, click on the **Remove Entry** check box and select the **Safe Draft** button.



4. After you are done entering all performance goals for the upcoming performance review period, you can save the Performance Plan by clicking on the **Save Draft** button.
5. Once the draft is saved, you have the ability to print the entire Performance Plan by using your printing options in your web browser.
6. Once you have discussed the Performance Plan with your employee, select the **Complete** button. A popup message appears asking if you are sure you want to complete the plan. Click the **OK** button on the popup window.



7. The employee will receive an automated email indicating there is a task to be completed.
8. It is important that you monitor that the employee has reviewed and acknowledged the Performance Plan, as this is required in order for you to complete the Performance Evaluation at the end of the performance review period.

Additional Information

For additional information, please visit https://www.nwacc.edu/web/personnel/employee-evaluations. If you have additional questions or need assistance, contact evaluations@nwacc.edu.