

ABRAHAM BALDWIN AGRICULTURAL COLLEGE PERFORMANCE MANAGEMENT PROCESS (PMP)

Employee Name: _____ Department: _____

Position Title: _____ Supervisor: _____

Performance Year: _____ Manager: _____

SECTION 1 – Behavioral Elements

Rating Scale: (0) Rarely Achieves, (1) Sometimes, (2) Achieves, (3) Fully Achieves, (4) Fully Achieves/Sometimes Exceeds, (5) Exceeds

Core Competencies (All Employees)	Comments	Rating
<p>Customer Service: Understands that all State employees have external and/or internal customers that they provide services and information to; honors all of the State’s commitments to customers by providing helpful, courteous, accessible, responsive, and knowledgeable service.</p>		
<p>Team Work and Cooperation: Cooperates with others to accomplish common goals; works with employees within and across his/her department to achieve shared goals; treats other with dignity and respect and maintains a friendly demeanor; values the contributions of others.</p>		
<p>Results Orientation: Consistently delivers required business results; sets and achieves achievable, yet aggressive, goals; consistently complies with quality standards and meets deadlines; maintains focus on Agency and State goals.</p>		
<p>Accountability: Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit goals; demonstrates a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the Agency and State to maintain the public’s trust.</p>		
<p>Judgment and Decision Making: Analyze problems by evaluation available information and resources; develops effective, viable solutions to problems which can help drive the effectiveness of the department and/or State of Georgia.</p>		

Leadership Competencies (people managers & other leaders)	Comments	Rating
<p>Talent Management: Clearly establishes and communicates goals and accountabilities; monitors and evaluates performance; provides effective feedback and coaching; identifies development needs and helps employees address them to achieve optimal performance and gain valuable skills that will translate into strong performance in future roles.</p>		
<p>Transformers of Government: Develops, recommends, or implements innovative approaches to address problems and drive continuous improvement in ABAC programs and processes; drives effective and smooth change initiatives across the Institution by communicating, confirming understanding and activity working with stakeholders to overcome resistance.</p>		
Optional Behavioral Competencies	Comments	Rating

SECTION 2 – Individual Performance Objectives

		Comments	Rating
Objective 1			
Objective 2			
Objective 3			
Objective 4			
Objective 5			

SECTION 3 – Overall Roles and Responsibilities

Supervisor Summary Narrative

SECTION 4 – Performance Ranking

- Distinguished Performance** – *exceptional performance*
- Superior Performance** – *consistently exceeds most job requirements*
- Fully Successful** – *fully meets most job requirements*
- Needs Improvement** – *meets most requirements, but fall below some performance standards*
- Unsatisfactory** – *fails to meet job requirements*

SECTION 5 – Individual Development Plan

(Not Rated or Weighted)

		Comments
Development Action #1		
Development Action #2		
Development Action #3		
Development Action #4		
Development Action #5		

SECTION 6 – Comments & Signatures

Next Level Manager's Comments (Next level manager should provide additional comments.)

Employee Input/Comments (Please attach additional page.)

By signing below, I acknowledge that I have participated in the review process and have received a copy of the review.

(1) _____
Employee Signature & Date

(2) _____
Supervisor Signature & Date