

## Employee Excellence Program Performance Evaluation Worksheet Phase I and Phase II Performance Counseling

The Employee Excellence Program (EEP) is an ongoing process designed to clarify employee job roles and expectations, to enhance supervisors/employee communication, to foster employee job effectiveness, to encourage employee development, and to provide a basis for human resource decisions. The purpose of this form is to provide a framework for the EEP process and to create a record of EEP discussions. A thorough presentation of the program is provided in the EEP Supervisor's Guide, which is available on the Office of Human Resources web page. Please review the guide and this form in their entirety before you begin the EEP process.

**EEP CYCLE** - The EEP cycle covers a period of one year and consists of three distinct phases emphasizing that performance planning, feedback and evaluation are ongoing processes which occur throughout the year.

**Phase I - Performance Planning** - At the beginning of the performance period, the supervisor and employee come to a mutual understanding of responsibilities, priorities, and development plans, and utilizes the Position Description Questionnaire (PDQ) to begin the performance cycle.

**Phase II - Performance Tracking and Interim Feedback** - During the performance period, the supervisor informally gives the employee feedback on performance to ensure that there are no surprises at the end of performance period.

**Phase III - Performance appraisal and Next Year Planning** - At end of performance period, the supervisor completes a draft of the EEP form and meets with the employee to discuss it, making any appropriate changes. At the same meeting or one soon thereafter, the supervisor and employee complete performance and development planning for the next performance period.

### INSTRUCTIONS

At the beginning of the performance cycle, meet with the employee using the Position Description Questionnaire (PDQ). Discuss, list, and prioritize the employee's four to six primary tasks. As these tasks are accomplished (Phase II), use the Comments section to elaborate on these accomplishments. Comments are required for all tasks used during Phase III. Use as many worksheets throughout the appraisal year as necessary.

TASK	PRIORITY	COMMENTS
1.		
2.		
3.		
4.		
5.		
6.		

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_