

## State of Iowa Individual Performance Plan and Evaluation – Part 1 – Employee, Position, and Agency Information

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

Class Title: \_\_\_\_\_

Position Number: \_\_\_\_\_

Period Covered: \_\_\_\_\_ to \_\_\_\_\_

Purpose: ☐ Annual Review ☐ Probationary Review

☐ Other: \_\_\_\_\_

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

Division/Bureau: \_\_\_\_\_

Work Unit: \_\_\_\_\_

Work Location: \_\_\_\_\_

Time in Current Position: \_\_\_\_\_

State Vision:

Enterprise Goal(s):

Agency Strategic Plan Goal(s):

Performance Plan Core Function(s):

Agency Mission Statement:

Job Contributes to the Mission by:

Work Performed/Core Responsibilities—activities, services provided and/or products produced by this position (or attach copy of PDQ):

The Performance Plan for this period has been discussed by the employee and the supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Next Higher Management Level Signature: \_\_\_\_\_

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

## State of Iowa Individual Performance Plan and Evaluation – Part 2 – Alignment with the Agency Performance Plan

### STRATEGIES FOR THIS RATING PERIOD

#### EXPECTATIONS AND EVALUATION

Individual Performance Strategy (Goal)	Action Steps	Performance Criteria	Timetable
1.			

**RESULTS:**

☐ Exceeds Expectations   ☐ Meets Expectations   ☐ Does Not Meet Expectations

Individual Performance Strategy (Goal)	Action Steps	Performance Criteria	Timetable
2.			

**RESULTS:**

☐ Exceeds Expectations   ☐ Meets Expectations   ☐ Does Not Meet Expectations

Individual Performance Strategy (Goal)	Action Steps	Performance Criteria	Timetable
3.			

**RESULTS:**

☐ Exceeds Expectations   ☐ Meets Expectations   ☐ Does Not Meet Expectations

Individual Performance Strategy (Goal)	Action Steps	Performance Criteria	Timetable
4.			
<b>RESULTS:</b> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet Expectations			

## State of Iowa Individual Performance Plan and Evaluation – Part 3 – Achievements, Strengths, and Overall Rating

Supervisor's Comments:	Employee's Comments:
Achievements and Strengths:	My noteworthy achievements:
Additional comments:	Additional comments:
Development Plans:	Support I need to improve my performance:
<p>Exceeds Expectations:      The employee consistently performs well beyond expectations (strategies/goals, action steps, performance criteria, and timetables) and does outstanding work.</p> <p>Meets Expectations:        Performance consistently fulfills the job requirements and expectations (strategies/goals, action steps, performance criteria, and timetables). The employee is doing the job expected for employees in this classification.</p> <p>Does Not Meet Expectations: Performance does not consistently meet expectations (strategies/goals, action steps, performance criteria, and timetables).</p>	
<p><b>Overall Rating:</b>   <input type="checkbox"/> Exceeds Expectations    <input type="checkbox"/> Meets Expectations    <input type="checkbox"/> Does Not Meet Expectations</p> <p>I have received a copy of this performance evaluation and it has been discussed with me. I understand that my signature does not necessarily indicate agreement.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Employee Signature: _____</p> <p>Supervisor Signature: _____</p> <p>Next Higher Level Management Signature: _____</p> <p>Recommended Actions: Salary Increase (for non-contractual positions only)   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p style="margin-left: 100px;"><input type="checkbox"/> Permanent Status   <input type="checkbox"/> Other (specify): _____</p> </div> <div style="width: 35%;"> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> </div> </div>	