PMP Non-Exempt Form 03.30.22 - FINAL

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| sulogo **Performance Management Process (PMP) - Non-Exempt Employee** | |
| Employee Name: | Job Title: |
| Supervisor: | Department: |
| Division: | Period Covering: (month/year – month/year)  Click here to enter date. to Click here to enter date. |
| Date of Meeting: Click here to enter date. |

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| **SECTION I: EMPLOYEE GOALS/OBJECTIVES FOR CURRENT REVIEW PERIOD (FY**Choose an item.**)**  List and evaluate the most noteworthy goals and objectives set for the employee during the current review period, beyond those regular duties detailed on the PI. Explain any changes or modifications to goals and objectives that occurred during the year, and identify key factors that caused the goal to be achieved or not achieved. | |
| **#1** |  |
| **COMMENTS:** | |
| **#2** |  |
| **COMMENTS:** | |
| **#3** |  |
| **COMMENTS:** | |

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| **SECTION II: PERFORMANCE THROUGHOUT CURRENT REVIEW PERIOD (FY**Choose an item.**)**  **Performance Factors Applicable for this employee as identified and discussed on** Click here to enter date.**:**  **Individual** **Supervisor** **Goals/Objectives/Areas for Development**  Has all assigned training been completed for current performance assessment cycle? **NO**  **YES**  **ONLY** select the factors which are MOST IMPORTANT for the job (typically between 5-7). Describe the specific performance indicators in each area. Use specific examples, where possible, for clarity.  **Below Standards**: Performance is below standards in some important aspects, but may meet standards in other respects; improvement needed.  **Meets Standards**: Performance meets standards in all important aspects of the job. Met the requirements and achieved expected results. Consistently good performance which is expected of a fully experienced and competent employee.  **Exceeds Standards**: Exceptional performance and achievements that are superior to the level of performance required for the job, and clearly surpassed the standards required for the job. Used exceptional application of knowledge, skills and/or abilities to exceed the required standards. |

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| **Individual Performance Factors –** Please note employee strengths and areas for development | |
| Below Standards  Meets Standards  Exceeds Standards | Choose an item. |
| **COMMENTS:** |
| Below Standards  Meets Standards  Exceeds Standards | Choose an item. |
| **COMMENTS:** |
| Below Standards  Meets Standards  Exceeds Standards | Choose an item. |
| **COMMENTS:** |
| Below Standards  Meets Standards  Exceeds Standards | Choose an item. |
| **COMMENTS:** |
| Below Standards  Meets Standards  Exceeds Standards | Choose an item. |
| **COMMENTS:** |
| Below Standards  Meets Standards  Exceeds Standards | Choose an item. |
| **COMMENTS:** |
| Below Standards  Meets Standards  Exceeds Standards | Choose an item. |
| **COMMENTS:** |
| **Supervisor Performance Factors -** complete only if employee is responsible for supervising others | |
| Below Standards  Meets Standards  Exceeds Standards | Choose an item. |
| **COMMENTS:** |
| Below Standards  Meets Standards  Exceeds Standards | Choose an item. |
| **COMMENTS:** |
| Below Standards  Meets Standards  Exceeds Standards | Choose an item. |
| **COMMENTS:** |
| Below Standards  Meets Standards  Exceeds Standards | Choose an item. |
| **COMMENTS:** |
| Below Standards  Meets Standards  Exceeds Standards | Choose an item. |
| **COMMENTS:** |
| Below Standards  Meets Standards  Exceeds Standards | Choose an item. |
| **COMMENTS:** |
| Below Standards  Meets Standards  Exceeds Standards | Choose an item. |
| **COMMENTS:** |

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| **SECTION III: OVERALL EVALUATION FOR CURRENT REVIEW PERIOD (FY**Choose an item.**)** | |
| Below Standards  Meets Standards  Exceeds Standards | **SUPERVISOR COMMENTS:** |

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| **SECTION IV: POSITION INFORMATION FORM** |
| **Date of Most Recently Updated PI on file:** Click here to enter date.  **Current PI must be updated?**  **No**  **Yes** (if yes, please attach revised PI only if it contains updates which do not change the position’s classification). If duties and responsibilities are believed to have changed significantly, the PI should be submitted to Human Resources through the Job Analysis process. |

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| **SECTION V: EMPLOYEE GOALS/OBJECTIVES/AREAS FOR DEVELOPMENT FOR UPCOMING REVIEW PERIOD (FY**Choose an item.**)**  1) List the most noteworthy goals and objectives for the UPCOMING review period beyond those regular duties detailed on the PI. Identify key factors that could support success. For each goal, select the “highest level” area of impact.  2) List developmental objectives and activities, as well as measurements and anticipated timeframes for completion. | |
| **#1** |  |
| **#2** |  |
| **#3** |  |

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| **SECTION VIII: EMPLOYEE COMMENTS** |
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| **SIGNATURE SECTION (\*Signature acknowledges that the performance review has been discussed with me.)** | |
| **Employee Signature\*:** | **Date:** |
| **Supervisor Signature:** | **Date:** |
| **Second Level Supervisor Signature:** | **Date:** |