

# Performance Designation Worksheet

*(The Whole Job = Work results + Interpersonal effectiveness)*

	<b>Significant improvement required</b> Performance was not effective with regard to work results &/or interpersonal effectiveness	<b>Approached job performance expectations</b> Effective performance in some but not all areas with regard to work results &/or interpersonal effectiveness	<b>Achieved job performance expectations</b> Effective performance with regard to work results & interpersonal effectiveness	<b>Exceeded job performance expectations:</b> <i>Achieved job performance expectations <b>and</b> significant accomplishment(s) with respect to work or interpersonal results</i>
Work Results				
Interpersonal Effectiveness				
<p><b>Recommended use of this tool:</b> after reviewing your staff member’s job description, shared expectations on the reverse of this form, information from your working file, your APS narrative (draft or completed) and the staff member’s self-assessment, place a mark in the space that applies to performance for work results and interpersonal effectiveness. Space is included for you to write your thoughts or comments for your working file. <b>Example:</b> if work results are “<b>Achieved</b>”, and interpersonal relationships are “<b>Significant improvement required</b>”, a designation of “<b>Approached</b>” may be appropriate, and be accompanied by specific development goals focused on improving interpersonal effectiveness.</p>				

\*This is a tool to help the managers hone in on performance designations, clarify expectations going forward, and inform goals setting for the next cycle. Not to replace ongoing conversations, data collection, the APS narrative or APS summary conversation.