## Job Performance Expectations for: [fill in position]

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

Work Results	Interpersonal Effectiveness
	-
List specific expectations: List additional expectations if this position includes Manager/Supervisor responsibilities:	List specific expectations: List additional expectations if this position includes Manager/Supervisor responsibilities:
Recommended use of this tool: Before you start the APS process, fill in both columns for each position that you	
are assessing. Explain the tool to each staff member and ask them to fill in what they think should be in each	
column. Meet, discuss, get input, and settle on expectations for effective work & interpersonal effectiveness. You can also discuss and revise as needed at the start of the new year, when setting goals, and at the 6-month	
informal review. It can be a great reference for your one on ones, and starting point for providing affirming &	
redirecting feedback.	