

PERFORMANCE AGREEMENT INSTRUCTIONS:

I. Goals & Objectives:

- Should establish expectations for the **next** reporting period to include specific details on:

1. **What** is to be accomplished
2. **Time** by which it is to be accomplished
3. **Resources and steps** needed to attain the desired results
4. **Who, why and where** should be addressed, as appropriate

II. Opportunities for Improvement:

- Must be clear and specific, setting forth as a minimum:

1. **What** performance objective is desired (and, if appropriate, **why** past performance did not meet expectations)
2. **How** the performance objective will be attained and the progress measured
3. **When** the performance objective is to be accomplished
4. **Consequences** of meeting , exceeding or falling short of performance objectives

** After meeting, discussing and reaching agreements on the details of the performance expectations for the designated reporting period, **both** the employee and supervisor **must** sign and date acknowledgement of the agreement. A copy of the agreement will be provided to the employee with the original kept in the employee's personnel file. Any modifications to the agreement must either be initialed by both parties or a new agreement form should be signed.

PERFORMANCE AGREEMENT

Employee: _____ Date: _____

Supervisor: _____ Reporting Period: _____ to _____

I. Goals & Objectives:

1.

2.

3.

II. Opportunities for Improvement:

1.

2.

3.

On this date, we met, discussed and agreed upon the preceding goals and/or performance expectations for the period designated.

Employee: _____ Supervisor: _____