

Classified Employee Growth Plan

Performance Criteria with description

1. **Job Knowledge:** Evaluate skill/knowledge of the information, procedures, materials, equipment, techniques, etc., required for the position.
2. **Productivity and Quality of Work:** Rate the completion, accuracy, timeliness, and volume of work.
3. **Responsibility, Dependability, and Attendance:** Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance.
4. **Interpersonal Relations:** Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks.

After reflecting on performance criteria develop professional growth goals and action plans should address the following questions:

1. What do I want to change about my practice that will effectively impact my job performance?
2. How can I develop a plan of action to address my professional growth?
3. How will I know if I accomplished my objective?

Employee: _____

Job Title: _____

Administrator: _____

Date: _____