

Guidelines for Creating Performance Development Plan

During the course of the Performance Management Cycle, work may be guided by a Performance Development Plan “PDP”. To establish performance standards, a PDP will serve as a guide for structure.

When handled correctly, this can be a very positive and productive experience for both employee and supervisor.

Steps for Developing the PDP:

1. Identify the Employee’s “Key Task Assignments”. These key tasks are identified via careful review of the job to be accomplished. These are the tasks in which the employee must demonstrate proficiency in order to be successful in the position. They may also be specific tasks that the employee is showing deficiencies or challenges accomplishing.
2. Outline the “Performance Plan” for each Key Task Assignment. This will address the performance expectations around each Key Task Assignment and will detail the training and support that will be provided to the employee during the performance period.
3. Identify the “Success Criteria” that will describe how successful performance will be measured, or how the supervisor will evaluate successful work completion.
4. After completing the Key Task Assignments, Performance Plan, and Success Criteria, there may be Additional Key Expectations for Successful Performance. These may include, but are not limited to: attention to detail, punctuality, creative problem solving”. While these may be expectations in any position, they are considered to be especially critical parts of this particular position and must be demonstrated for success.
5. Before finalizing the PDP, identify the review dates when you will meet with the employee to discuss their progress. Typically, these review dates occur after 30, 60, and 90 days. However, these dates can be shortened or lengthened depending on the specific situation.

Reminders:

* Documentation of problems in performance is to be made in writing. HR recommends sharing these concerns with the next level supervisor as well as the employee. Corrective and/or disciplinary action to address performance or behavior issues should be made immediately. Contact Human Resources at [hrbp@uidaho.edu](mailto:hrbp@uidaho.edu) or 208-885-3638 for assistance.
* Human Resources recommends consultation with a HR Business Partner or HR Generalist prior to delivery of the PDP to the employee. They can be contacted at [hrbp@uidaho.edu](mailto:hrbp@uidaho.edu) or 208-885-3638.
* A PDP is not disciplinary. It is simply a tool for supervisors and employees to ensure performance improves and the employee is provided sufficient training and support to be successful in their position.