



Rater's Individual Performance Plan Checklist

Employee's Name	Rater's Name / Date
Check Yes or No	Review questions for the Individual Performance Planning Cycle
	General performance plan review questions
Yes ___ No ___	1. Are there 4 - 6 work outcomes stated in the performance plan section?
Yes ___ No ___	2. Are the work outcome statements written using the S.M.A.R.T. formula (Specific, Measurable, Achievable, Relevant and Time sensitive)?
Yes ___ No ___	3. Are the work outcomes prioritized in order of greatest importance?
Yes ___ No ___	4. Have all references to four digit Major Job Responsibility Codes been removed?
Yes ___ No ___	5. Have all references to listings of Major Job Responsibilities (Attendance and Punctuality, Communication Skills, etc.) with behavioral attributes listed as a, b, c, etc. been removed or are absent?
	Specific questions to ask of each standard of performance, work outcome statement
Yes ___ No ___	1. Is each work outcome statement compliant with the S.M.A.R.T. formula?
Yes ___ No ___	a. Is the expectation written with a specific measurable outcome?
Yes ___ No ___	b. Does the stated measurement for each work outcome let you and the employee know if the employee's performance is meeting, exceeding or is not meeting the work outcome?
Yes ___ No ___	c. Is the employee able to achieve this work outcome?
Yes ___ No ___	d. Is the work outcome relevant and supportive to the agency's strategic and/or operational goal(s)?
Yes ___ No ___	e. Does it have a specific time aspect? (Not simply within the review cycle)
Yes ___ No ___	2. Is the employee able to state exactly what the outcome of their work activity will be?
Yes ___ No ___	3. Is the work outcome written to the mid-point of the rating scale?
Yes ___ No ___	4. If any answers are checked as no, have you contacted the reviewer to assist in resolving the indicated issues?
	Questions regarding the action steps
Yes ___ No ___	1. If the stated work outcome has action steps, does each of them directly support accomplishment of the work outcome?
Yes ___ No ___	2. Are the action steps for each work outcome statement a list of job tasks or responsibilities? (If yes, contact the reviewer to assist in resolving the issues)