

GRAYSON COLLEGE
Performance Management Worksheet (adapted from Human Dimensions, Inc.)

Position Title:	Immediate Supervisor:
Division/Department:	Current Employee:
I. Purpose of Position: START TYPING HERE	
II. Key Responsibility/Result Areas: (Please list 5-6 in box below)	
1. Availability to Work	
2. Interpersonal Skills	
3.	
4.	
5.	
KRA 1 (Key Result Area): Availability and Ability to Work	
III. Performance Standards: Performance will be satisfactory when the following conditions/activities exist:	
<ul style="list-style-type: none"> • Reports to work punctually. • Manages absences from the workplace to comply with policy and minimize the disruption to workflow. • Reports to work mentally and physically able to complete the assigned duties of the job. 	
IV. Competencies: What are the key competencies required to do this job well?	
The ability to:	
<ul style="list-style-type: none"> • Skill in time management • Willingness to adjust personal schedule, as much as possible, to the demands of the college's schedule • Health and wellness management skills • Avoiding behaviors that impair the ability to perform job duties at an adequate level 	
V. Performance Plan: What does the person need to do to improve their performance? By Key Result Area	
<ul style="list-style-type: none"> • Start Doing: <ul style="list-style-type: none"> ○ • Stop Doing: <ul style="list-style-type: none"> ○ • Continue Doing: <ul style="list-style-type: none"> ○ Be at work location at the start of regular hours. ○ Performs duties with energy and mental clarity. ○ Work with supervisor to select vacation at non-peak periods. ○ Select any elective medical procedures at non-peak periods. ○ Follow drug and alcohol personnel policies. Participate in wellness activities 	
KRA 2 (Key Result Area): Interpersonal Skills	
III. Performance Standards: Performance will be satisfactory when the following conditions/activities exist:	
<ul style="list-style-type: none"> • Promotes teamwork and cooperation in the workplace • Avoids behaviors that cause unnecessary conflict or negative behavior • Values differences among co-workers 	
IV. Competencies: What are the key competencies required to do this job well?	
The ability to:	
<ul style="list-style-type: none"> • Ability to understand and communicate the mission of the college and the role of each employee and department in achieving that mission • The ability to value and respect co-workers • The ability to provide and receive constructive feedback 	
V. Performance Plan: What does the person need to do to improve performance: By Key Result Area	
<ul style="list-style-type: none"> • Start Doing: <ul style="list-style-type: none"> ○ • Stop Doing: <ul style="list-style-type: none"> ○ • Continue Doing: 	

- Avoids language and actions that belittle co-workers.
- Actively looks for opportunities to praise co-workers.

KRA 3 (Key Result Area): START TYPING HERE

III. Performance Standards: Performance will be satisfactory when the following conditions/activities exist:

- START TYPING HERE

IV. Competencies: What are the key competencies required to do this job well?

The ability to:

- START TYPING HERE

V. Performance Plan: What does the person need to do to improve performance: By Key Result Area

- **Start Doing:**
 - START TYPING HERE
- **Stop Doing:**
 - START TYPING HERE
- **Continue Doing:**
 - START TYPING HERE

KRA 4 (Key Result Area): START TYPING HERE

III. Performance Standards: Performance will be satisfactory when the following conditions/activities exist:

- START TYPING HERE

IV. Competencies: What are the key competencies required to do this job well?

The ability to:

- START TYPING HERE

VI. Performance Plan: What does the person need to do to improve performance: By Key Result Area

- **Start Doing:**
 - START TYPING HERE
- **Stop Doing:**
 - START TYPING HERE
- **Continue Doing:**
 - START TYPING HERE

KRA 5 (Key Result Area): START TYPING HERE

III. Performance Standards: Performance will be satisfactory when the following conditions/activities exist:

- START TYPING HERE

IV. Competencies: What are the key competencies required to do this job well?

The ability to:

- START TYPING HERE

VII. Performance Plan: What does the person need to do to improve performance: By Key Result Area

- **Start Doing:**
 - START TYPING HERE
- **Stop Doing:**
 - START TYPING HERE
- **Continue Doing:**
 - START TYPING HERE

KRA 6 (Key Result Area): START TYPING HERE

III. Performance Standards: Performance will be satisfactory when the following conditions/activities exist:

- START TYPING HERE

IV. Competencies: What are the key competencies required to do this job well?

The ability to:

- START TYPING HERE

VIII. Performance Plan: What does the person need to do to improve performance: By Key Result Area

- **Start Doing:**
 - START TYPING HERE
- **Stop Doing:**
 - START TYPING HERE
- **Continue Doing:**
 - START TYPING HERE

This document describes the position. It is not an employment contract. Grayson College reserves the right to modify this position at any time.

School Year: 2010-2011

SIGNATURE OF EMPLOYEE	DATE
SIGNATURE OF SUPERVISOR	DATE

Adopted by GCC Executive Council on September 5, 2008