PERFORMANCE DEVELOPMENT SYSTEM

Generating and Submitting a Performance Development Plan
At the beginning of every fiscal year (July 1), full-time employees and their supervisors must meet and develop a Performance Plan for the year.

The Performance Development Plan is used to assist supervisors and employees by:

• supporting employee learning through automatic links to jobs and competency based training and development programs;

• providing employees with tools to create career paths by providing access to the competencies and educational requirements of other jobs at Temple University;

• aiding supervisors in fulfilling their performance management responsibilities by enabling them to review their employees’ Self Assessment Worksheets and to plan, develop, support, manage, document and appraise their employees’ work performance;

• facilitating performance tracking by enabling supervisors to easily create, edit, manage, and review their employees’ Performance Development Plans and to document and view progress notes and developmental activities completed during an evaluation period; and

• enabling supervisors to better manage performance by providing a method for identifying and documenting strengths and developmental areas.
Supervisors should review performance with employees at least once every quarter and should record comments on PDPs to document progress, accomplishments and problems.

During the fiscal year, employees should update their PDP comments. Supervisors should review these comments, update their own comments, and accurately and fairly rate employees based on the documentation of their performance. If required in their department, the supervisor should then send the PDP to their supervisor to review. Finally, the supervisor should have an in-person meeting with the employee to review the unrated PDP before electronically sending the rated version to the employee for review.

While the end-of-the-year ratings should not be a surprise to employees, employees who believe their supervisors’ evaluations are inaccurate may detail their concerns in the Employee Comments section of the Performance Development Plan. Non-bargaining employees should address their concerns first with their supervisor and then with the next level supervisor. If there is no resolution of their complaints, employees may then ask for the Human Resources Department to review their complaint.

There are five Performance Rating Categories (highest to lowest):

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Partially Meets Expectations
- Does Not Meet Expectations

Please note that if an employee as Partially Meets Expectations or Does Not Meet Expectations, the supervisor should clearly detail the rational for the rating.

To learn how to use the Performance Development System, follow the link below.

http://www.temple.edu/hr/departments/training/documents/pdsvideo/pds.htm