

HOW TO USE THIS FORM

The Professional Development Process (PDP) is designed for employees and supervisors to work together to help employees reach their full potential in their jobs. The Guidebook to the Professional Development Process provides instructions and examples on how to use this form. The completed PDP form must be submitted annually.

AT THE BEGINNING OF THE PDP CYCLE

Supervisor and employee meet to discuss and record:

- The key performance objectives – responsibilities and results expected in the Performance Plan section
- The job skills, core skills, knowledge, results expected and the action plan for development in the Development Plan section

DURING THE PDP CYCLE

- Both supervisor and employee track performance and development throughout the cycle, and record progress

AT THE END OF THE PDP CYCLE

Before the PDP Meeting

- The supervisor prepares notes of the Performance Results and the Development Results, and prepares for the discussion.
- The employee prepares for the discussion by reviewing his/her performance and development against the Performance Plan and the Development Plan.

During the PDP Meeting

- The supervisor and employee discuss the employee's performance and development results.

Immediately after the PDP Meeting

- The Supervisor
 - Finalizes the **Performance Results and Development Results sections**
 - Completes the **Supervisor's Overall Comments** section
 - Signs and gives the form to the Employee
- The Employee:
 - Completes the **Employee's Overall Comments** section
 - Signs and returns the form to the Supervisor
- The Supervisor reads and sends the form to *their* Supervisor
- The Supervisor's Supervisor:
 - Signs the form to indicate that he/she has read the completed form
 - Returns the form to the Supervisor
- The Supervisor:
 - Gives a copy of the final form to the Employee and sends the original to Human Resources for the Employee File.

IDENTIFICATION		
Please Print		
Employee:	Employee Number:	
Position Title:		
Supervisor:	Position Title:	
Supervisor's Supervisor:	Position Title:	
Section:	Department:	Division:
Time in Current Position:		
Reason for Performance Review:	<input type="checkbox"/> Annual Review Cycle	<input type="checkbox"/> Other (Specify) _____
	<input type="checkbox"/> Probationary	
Review Period	From:	To:
	Month/Year	Month/Year
Job Purpose:		
Please outline a short description of the major job duties and key customers		

PERFORMANCE (BEGINNING OF THE PDP CYCLE)

Supervisor and Employee discuss and record employee's key objectives, responsibilities and results expected during the review period.

<p><i>KEY OBJECTIVES / RESPONSIBILITIES</i> What are the key objectives / responsibilities?</p>	<p><i>RESULTS EXPECTED</i> What results are expected for each objective or responsibility? (Results are observable measures of quality, quantity, timeliness or cost)</p>

DEVELOPMENT PLAN (Beginning of PDP Cycle)

Supervisor and Employee discuss and record the Employee's development needs and prepare plans to address the needs. What are the career/developmental objectives?

SKILLS / KNOWLEDGE

List job skills or knowledge to be developed.

ACTION PLAN

What activities are planned to enhance performance?
(e.g. coaching from supervisor / co-worker, work assignment, course, readings, other)

AGREEMENT (Beginning of PDP Cycle)

Employee and Supervisor sign to indicate commitment to plans.

Employee

Supervisor

Date

Date

INTERIM NOTES

Record highlights, changed objectives, etc.

PERFORMANCE RESULTS (End of PDP Cycle)			
Supervisor and Employee discuss and record Employee progress and results achieved			
<i>COMMENTS ON RESULTS ACHIEVED</i>	<i>RATING</i>		
	Exceeded	Achieved	Not Achieved
Record changes to key objectives or responsibilities. Comment on results achieved throughout the cycle and explain "Not Achieved" ratings.			
DEVELOPMENT RESULTS (End of PDP Cycle)			
Supervisor and employee discuss and record the Employee progress and developmental results achieved.			
Note: Information in this section may be used to track training needs			
<i>COMMENTS ON PROGRESS</i>	<i>SKILLS / KNOWLEDGE</i>		
	Still Developing	Meets Expectations	
Comment on Employee progress in achieving results expected.			

SUPERVISOR'S OVERALL COMMENTS (End of PDP Cycle)

Supervisor provides overall comments on Employee performance and development for the cycle

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Performance increments recommended?

[This section for Administrative Management and Administrative Technical employees only.]

Yes

No

Date:

Signature:

EMPLOYEE'S OVERALL COMMENTS (End of PDP Cycle)

Employee provides overall comments on performance and development for the cycle

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Date:

Signature:

SIGNATURE OF SUPERVISOR'S SUPERVISOR

Date:	Signature:
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The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact the Assistant Director, Employee Services, FIPPA Representative for Human Resources, Room 507 Robertson Hall, (613)520-2600 x8635. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.