

Dartmouth College	Name:	Department/Unit:
Dartmouth@Work	Title:	Department Head/Manager:
Part I: Work Plan Part II: Development Plan	Supervisor(s):	Performance Management Period: – from: _____ to: _____

Instructions:

Dartmouth College is committed to careful and comprehensive performance communication. As part of that process, staff members are to meet with their supervisors to complete Work Plans (Part 1) and Development Plans (part 2). This form is designed to facilitate that planning and communication process. After preparing your draft, you should complete your individual work plan in a meeting with your manager. Prepare your work plan using the format outlined below.

Principal job duties, responsibilities and projects:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Dartmouth@Work, Page 2:

Expectations: These expectations are the criteria that will be used to evaluate your work at the end of the year. They are to be stated in the form of desirable behaviors and/or results to be achieved. Work meets expectations when:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

Dartmouth@Work, Page 3:	
Part II: Improvement and Development - Briefly describe the goals and action plans intended to improve work and develop additional skills and competencies.	
Improvement and development goals	Specific plans to achieve them
1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Work Plan approval signatures and dates:	
_____ Staff Member	_____ Date
_____ Supervisor	_____ Date
First Check-point date: Mid-year work plan review date:	_____ Date _____ Date