Probationary Employee Performance Plan

The Probation Employee Performance Plan serves as your performance roadmap for the established probationary period, typically six months in duration. It will be reviewed at the midpoint and more formally at the end of the probationary period. Employees and supervisors should work together to craft the probationary employee performance plan.

# Core Responsibilities/Objectives

In addition to performing the position responsibilities, areas of focus will be identified for this performance period. Use this section to describe up to five key responsibilities or objectives for the year using the SMART framework that calls for describing plans in ways that are Specific, Measurable, Achievable, Realistic, and Time-based.

|  |  |
| --- | --- |
| **My Core Responsibilities/Objectives** | |
| **Responsibilities/Objectives** | **How Success Will Be Measured** |
| 1. Responsibility/Objective: |  |
| 2. Responsibility/Objective: |  |
| 3. Responsibility/Objective: |  |
| 4. Responsibility/Objective: |  |
| 5. Responsibility/Objective: |  |

# Professional Development Interests and Plans

Use this section to describe required learning and growth during the probationary period. This may include special projects, training classes, obtaining a certificate, etc.

|  |
| --- |
| **My Professional Development Plans** |
|  |

# Demonstrating K-State’s Standards of Excellence

Review the behaviors associated with K-State’s Standards of Excellence and acknowledge that you understand them.

|  |
| --- |
| **Standards of Excellence** |
| **Accountability**: Honors commitments and assumes responsibility for delivering results that are aligned with K-State’s high standards |
| **Adaptability**: Adjusts to situations and conditions that require changes in responsibilities, ways of working, or interacting |
| **Commitment to Continuous Improvement**: Is receptive to feedback and looks for ways to do things more effectively or efficiently |
| **Effective Communication**: Listens for understanding, communicates in a positive and respectful manner, and shares information with those who need to know it |
| **Job Knowledge**: Demonstrates the knowledge and skill necessary to perform effectively, understands the expectations of the job, and stays current with new technologies, methods, and processes in area of responsibility |
| **Judgment**: Makes wise choices and thoughtful decisions by collecting information and considering the implications of potential options |
| **Service Orientation**: Delivers high-quality programs and/or services by listening well, demonstrating empathy, being responsive, and engaging in creative problem solving |
| **Teamwork**: Creates a positive and productive work culture and supports the success of all members of the workgroup |
| **Additional Workgroup-Specific Standards**  Use the space below to identify other established workgroup standards in your work unit that employees are expected to demonstrate, if they exist. |
|  |

# Modeling K-State’s Values

Review the behaviors associated with K-State’s Values and acknowledge that you understand them.

|  |
| --- |
| **K-State’s Values** |
| **Connection**  Cultivates trust and builds relationships |
| **Courage**  Does the right thing even when it is hard or unpopular |
| **Impact**  Continually seeks to make K-State a stronger university |
| **Learner-Focused**  Contributes to an exceptional experience for K-State’s students and others who learn from the University’s programs and services |
| **People-Centered**  Champions a culture of belonging for all |
| **Stewardship**  Uses K-State’s resources wisely |

# Acknowledgment of Probation Performance Planning Discussion

I am committed to the following during this probation period:

* Performing the duties outlined in my position description.
* Working toward achieving the responsibilities and objectives outlined in my probationary employee performance plan.
* Demonstrating K-State’s Standards of Excellence in my daily work and interpersonal interactions.
* Modeling K-State’s values.

Employee signature Date

I am committed to serving as a guide and mentor in my role as supervisor; I will support this plan to the best of my ability; and I will provide honest feedback and encouragement throughout the probation period.

Supervisor signature Date

**Mid-Probationary Check-In**

A Mid-Probationary Check-In is an opportunity to review progress to date. This discussion and completion of this section should be completed at the mid-probationary point of the probationary period.

# Core Responsibilities/Objectives

Referencing the core responsibilities/objectives established in the probationary employee performance plan, comment on progress made to date and whether changes are required. Explain any changes in the comments below.

|  |
| --- |
| **Supervisor Comments** |
|  |

# Professional Development Progress

Review progress to date in pursuing the professional development plans established at the beginning of the probation period and document progress below.

|  |
| --- |
| **Supervisor Comments** |
|  |

# Demonstrating K-State’s Standards of Excellence

Review K-State’s Standards of Excellence and note whether they are being demonstrated as expected. If you check “No” please provide feedback on how to achieve this standard.

|  |  |  |
| --- | --- | --- |
| **Standard** | **Yes** | **No** |
| **Accountability** Honors commitments and assumes responsibility for delivering results that are aligned with K-State’s high standards |  |  |
| **Adaptability** Adjusts to situations and conditions that require changes in responsibilities, ways of working, or interacting |  |  |
| **Commitment to Continuous Improvement** Is receptive to feedback and looks for ways to do things more effectively or efficiently |  |  |
| **Effective Communication** Listens for understanding, communicates in a positive and respectful manner, and shares information with those who need to know it |  |  |
| **Job Knowledge** Demonstrates the knowledge and skill necessary to perform effectively, understands the expectations of the job, and stays current with new technologies, methods, and processes in area of responsibility |  |  |
| **Judgement** Makes wise choices and thoughtful decisions by collecting information and considering the implications of potential options |  |  |
| **Service Orientation** Delivers high-quality programs and/or services by listening well, demonstrating empathy, being responsive, and engaging in creative problem solving |  |  |
| **Teamwork** Creates a positive and productive work culture and supports the success of all members of the workgroup |  |  |
| **Other as established by work unit** |  |  |
| **Supervisor Comments** | | |
|  | | |

**Modeling K-State’s Values**

Review K-State’s Values and note whether they are modeled as expected. If you check “No” please provide feedback on how to achieve this value.

|  |  |  |
| --- | --- | --- |
| **Standard** | **Yes** | **No** |
| **Connection:** Cultivates trust and builds relationships |  |  |
| **Courage:** Does the right thing even when it is hard or unpopular |  |  |
| **Impact:** Continually seeks to make K-State a stronger university |  |  |
| **Learner-Focused:** Contributes to an exceptional experience for K-State’s students and others who learn from the University’s programs and services |  |  |
| **People-Centered:** Champions a culture of belonging for all |  |  |
| **Stewardship:** Uses K-State’s resources wisely |  |  |
| **Supervisor Comments** | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **Overview** | **Yes** | **No** |
| Performance of position responsibilities is aligned with expectations |  |  |
| Progress towards core responsibilities/objectives is aligned with expectations |  |  |
| All values are consistently demonstrated in line with expectations |  |  |
| All standards are consistently demonstrated in line with expectations |  |  |
| **Supervisor Comments** | | |
|  | | |

**Mid-Probationary Period Performance Summary**

**Acknowledgement of Mid-Probationary Discussion**

This mid-probation check-in was completed through a collaborative dialogue between the supervisor and the employee.

Employee signature Date

Supervisor signature Date

End of Probationary Period Review

The probationary period review process summarizes performance for the review period and recognizes contributions that supported the University’s success.

# Core Responsibilities/Objectives

Use this section to review progress and accomplishments toward the established core responsibilities/objectives during the probationary period. Also note any barriers that made it difficult to make progress.

|  |
| --- |
| **Supervisor Comments** |
|  |

# Professional Development Accomplishments

If a set of learning and professional development plans were established for this probationary period, use this section to note accomplishments and any barriers that made it difficult to make progress.

|  |
| --- |
| **Supervisor Comments** |
|  |

# Modeling K-State’s Values

Use this section to summarize how K-State’s Values were modeled during the probationary period.

|  |  |  |
| --- | --- | --- |
| **Standard** | **Yes** | **No** |
| **Connection:** Cultivates trust and builds relationships |  |  |
| **Courage:** Does the right thing even when it is hard or unpopular |  |  |
| **Impact:** Continually seeks to make K-State a stronger university |  |  |
| **Learner-Focused:** Contributes to an exceptional experience for K-State’s students and others who learn from the University’s programs and services |  |  |
| **People-Centered:** Champions a culture of belonging for all |  |  |
| **Stewardship:** Uses K-State’s resources wisely |  |  |
| **Supervisor Comments** | | |
|  | | |

# Demonstrating Standards of Excellence

Use this section to summarize how K-State’s Standards of Excellence were demonstrated.

|  |  |  |
| --- | --- | --- |
| **Standard** | **Yes** | **No** |
| **Accountability** Honors commitments and assumes responsibility for delivering results that are aligned with K-State’s high standards |  |  |
| **Adaptability** Adjusts to situations and conditions that require changes in responsibilities, ways of working, or interacting |  |  |
| **Commitment to Continuous Improvement** Is receptive to feedback and looks for ways to do things more effectively or efficiently |  |  |
| **Effective Communication** Listens for understanding, communicates in a positive and respectful manner, and shares information with those who need to know it |  |  |
| **Job Knowledge** Demonstrates the knowledge and skill necessary to perform effectively, understands the expectations of the job, and stays current with new technologies, methods, and processes in area of responsibility |  |  |
| **Judgement** Makes wise choices and thoughtful decisions by collecting information and considering the implications of potential options |  |  |
| **Service Orientation** Delivers high-quality programs and/or services by listening well, demonstrating empathy, being responsive, and engaging in creative problem solving |  |  |
| **Teamwork** Creates a positive and productive work culture and supports the success of all members of the workgroup |  |  |
| **Other as established by work unit** |  |  |
| **Supervisor Comments** | | |
|  | | |

**Acknowledgement of End of Probationary Discussion**

This end of probationary review discussion was completed through a collaborative dialogue between the supervisor and the employee.

Employee signature Date

Supervisor signature Date

**Probationary Period Outcome**

Recommend permanent status

Extend probationary status

Not recommended for permanent status