



City of Winter Haven

Quarterly Performance Review and Development Plan

Employee _____ Department _____ Division _____

Standard(s) of Performance Reviewed

All General Employees' Performance

- G Safety G Productivity G Quality of Work
- G Dependability (Absenteeism/Conduct)
- G Contribution to the effectiveness of others
- G Job-related competency
- G Other (define) _____

Leadership Performance (All Exempt Employees)

- G Motivation / Leadership
- G Communication / Group Attitude / Morale
- G Initiative / Performance Management
- G Other factors — specify _____

Development Plan

1. List strengths/successes evident in past quarter — be specific.

2. List areas in need of improvement — be specific.

3. Describe what employee's main focus is going to be for the next three months.

4. List any new strategies or tactics employee needs to further develop his/her performance.

5. List two things you will do as a supervisor to help further develop the employee.

Agreed upon by: _____ / _____ / _____ Date _____
Employee* Supervisor Division Director

If corrective action is required, immediately consult with the department director.

NOTE: Failure to meet and sustain improved performance may lead to disciplinary action, up to and including termination. Corrective action may be taken in conjunction with, during or after the performance plan. **This performance plan is not intended to be an employment contract or guarantee of continuing employment.**

Reviewed and accepted by:

Department Director

Date

Human Resources Manager

Date

* Employee written comments are acceptable and may be attached

Original: Employee's Personnel File (upon completion)

Copy: Employee's Supervisor