



ADI's PERFORMANCE MANAGEMENT PROCESS



Combined Pre-Discussion Worksheet and Performance and Development Plan

Name: Joe Smith	Title: Bug reporting Dude	
Supervisor: John Brown	Employee Number: 1	Grade: 1
Period Evaluated From: 11/ 1 /12 To: 10/ 31 /13 Division: Bugs		

The Analog Devices [Performance Management](#) Process is an ongoing communication process involving a partnership between the employee and his or her manager. This form is an integral step in the performance management process. It combines the employee's self-evaluation of his or her performance and development with the manager's assessment of the employee's performance and development.

The completed form facilitates a comprehensive review of employee progress and accomplishments since his or her last review and enhances the dialogue between employee and manager regarding employee contribution, performance, and development.

Instructions

This form is designed to be completed electronically. Fill-in boxes will expand as needed. Additional goals can be added by using copy and paste.

For Managers	- Please ask the employee to complete this Combined Pre-Discussion Worksheet and Performance and Development Plan form in advance of the performance and development discussion. - Set a date and time for the discussion. - Complete manager-designated items in Section 1, assessing each item and provide comments to support your judgment. - During the performance and development discussion: - Talk about the individual's self-evaluation and your assessment. - Explain the reasons for your assessment. - Review individual strengths and development needs, and come to a common understanding. - Agree on next period performance and development goals. - Complete manager-designated items in Section 2. - Once the performance plan has been finalized, make sure to sign the last page. - After the review, make two copies of this form—one for your records, the other for the employee. Return the original form to the Human Resources department.
For Employees	- Complete employee-designated items in Section 1, listing the goals and objectives from the previous review period and any modifications or reprioritizations that may have occurred. Provide your evaluation of how well you completed the goal, and detail the results of your accomplishments. - Complete employee-designated items in Section 2, identifying the next period performance and development goals. - Return this form to your manager, who will review the results and provide comments to support his/her assessment for each item. Your manager will set a date and time for the discussion. - Prepare for the performance and development discussion with your manager, where you will discuss your self-evaluation, review your individual strengths, and agree on your next period performance and development goals. - Once the performance plan has been finalized, make sure to sign the last page. Your manager will provide a final copy of this form for your records. A copy of this document will be placed in your personnel record.



Section 1: Assessment of Performance

Results Achieved

Employee: List goals from the previous period, then evaluate the results and indicate how well you believe you achieved those results. If applicable, include additional goals or contributions identified during the plan year. Consider evaluation of your performance relative to the Key Performance Criteria which are available online at [Key Performance Criteria](#).

Manager: Review and provide comments to support your assessment for each item.

		Weight/Priority (Optional)
1.	Previous Period Goal: The quick brown fox jumped over the lazy dog. Employee Self-Evaluation: "Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum." "Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum" "Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum" "Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum" "Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum" "Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum"	



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Manager Assessment:		

		Weight/Priority (Optional)
2.	Previous Period Goal: The quick brown fox jumped over the lazy dog. Employee Self-Evaluation: "Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum "Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum "Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo	



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Manager Assessment:		

		Weight/Priority (Optional)
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Manager Assessment:		

		Weight/Priority (Optional)
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Manager Assessment:		

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Manager Assessment:		

Professional Development

Employee: List development goals identified from the previous period. Evaluate the progress made on those goals by providing specific examples and indicating the impact on performance and results achieved.

Manager: Review and provide comments to support your assessment for each item.

Results Achieved

1.	Previous Period Goal:	The quick brown fox jumped over the lazy dog.
	Employee Self-Evaluation:	
	Manager Assessment:	
2.	Previous Period Goal:	
	Employee Self-Evaluation:	
	Manager Assessment:	

Section 2: Planning the Next Performance Period

In this section, Performance Goals and Professional Development Goals are created for the next performance period. These goals should be in alignment with initiatives defined for your organization and relate to key job responsibilities and projects which are in addition to the on-going duties of the employee's job.

New Performance and Development Goals

Employee: Propose your next period performance and development goals. **Please detail action steps and completion date for each goal.**



Manager: Assess the goals proposed by the employee to be certain they align with your organization's goals, include any goals that you have developed, and agree upon final goals for the next period.

What can be done to become more effective?

Development goals can be the same as or different from performance goals. However, development must relate directly to the employee's current or future job. Development plans are most effective when they include a variety of activities. For development activities, use the following categories for action planning: On-the-Job Experience, Organized Learning, and Coaching/Mentoring. Helpful descriptions of development activities are available online here: [Development Activities](#)

			Weight/Priority and/or Completion Date (Optional)
1.	Proposed Goal:	The quick brown fox jumped over the lazy dog.	
	Final Goal:		
2.	Proposed Goal:	The quick brown fox jumped over the lazy dog.	
	Final Goal:		
3.	Proposed Goal:	The quick brown fox jumped over the lazy dog.	
	Final Goal:		
4.	Proposed Goal:	The quick brown fox jumped over the lazy dog.	
	Final Goal:		
5.	Proposed Goal:	The quick brown fox jumped over the lazy dog.	
	Final Goal:		

Additional Comments

Employee: How can your manager help you become more effective?

Employee Comments:	The quick brown fox jumped over the lazy dog.
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Overall Performance Summary

Employee: Please provide a summary of how well you performed in meeting your ongoing job responsibilities and achieving goals during the past review period.

Manager: Assess how the individual contributed to the success of the business unit.

Employee Self-Evaluation:	"Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum" "Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum" >Lorem ipsum dolor sit amet, consectetur adipisicing elit,
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Manager Assessment:	

Overall Performance Rating

Manager: Place an X in the applicable box to indicate Overall Performance Rating.

Distinguished	Commendable	Good/Solid Contributor	Needs Improvement

Signatures

A signature indicates that the performance and development discussion occurred.

A COPY OF THIS DOCUMENT WILL BE PLACED IN YOUR PERSONNEL RECORD.

Employee:	Date: / /
Supervisor:	Date: / /
Manager:	Date: / /
HR:	Date: / /

Manager: Please provide a signed copy to employee and submit the original to Human Resources.