

## PERFORMANCE DEVELOPMENT PROCESS

Instructions for completing the PDP Form - Review Period: Begins April 1 - Ends March 31

End of Review Period - March 31:

- 1. Consider performance during the entire review period. You may ask the employee to provide you with a self-evaluation and list of accomplishments prior to completing the review.
- 2. Using the form

evaluate performance on all applicable performance factors and operational objectives by checking the appropriate rating boxes and including comments. If no form was created last year, then begin with a blank form and first follow the instructions contained below under the sect Period

3. Evaluate overall performance and include