



## PERFORMANCE PLANNING – ROLES AND RESPONSIBILITIES

Performance planning lays the foundation for successful performance. During the Planning phase, the employee and manager/supervisor discuss performance expectations, hold the required Performance discussion, establish job elements, and determine developmental and training needs. This checklist provides a guide for what employees and managers/supervisors need to accomplish during the Planning phase.

### Required Accomplishments by the End of the Planning Phase

- The employee's performance plan, including performance standards are created and reviewed with employee participation.
- The manager/supervisor and employee have developed a shared understanding of the employee's performance expectations.

### Tasks and Activities: Performance Planning Preparation Checklist

EMPLOYEE	MANAGER/SUPERVISOR
<input type="checkbox"/> Review your manager's/supervisor's job elements and the organizational goals and priorities.	<input type="checkbox"/> Review the Agency's mission and your organization's goals and priorities and communicate your organization's goals to the employee
<input type="checkbox"/> Review any performance notes from last year's Appraisal discussion to identify any developmental needs or discussed work priorities for the coming year.	<input type="checkbox"/> Review the employee's previous performance plan, position description, and any notes from last year to identify any developmental needs or discussed work priorities for the coming year
<input type="checkbox"/> Create a draft of your performance standards and link them to the Organization and Agency goals.	<input type="checkbox"/> Participate in a Performance Plan discussion with your employee to finalize job elements and develop a shared understanding of performance expectations
<input type="checkbox"/> Participate in the Performance Plan discussion and finalize your performance standards	<input type="checkbox"/> Once the performance standards are finalized provide a copy to the employee. Both manager/supervisor and the employee must sign the final copy
<input type="checkbox"/> Enter or revise your performance plan in the DoD Civilian Performance Plan, Progress Review, and Appraisal" DD Form 2906	<input type="checkbox"/> Enter or revise your employee's performance plan in the DoD Civilian Performance Plan, Progress Review, and Appraisal" DD Form 2906
<input type="checkbox"/> Forward your performance plan to your manager/supervisor for approval	<input type="checkbox"/> Forward the performance plan to the higher level reviewer (HLR) for approval.
	<input type="checkbox"/> Set a time and location for the Performance Plan discussion and invite the employee