# COLLEGE OF LS&A PERFORMANCE MANAGEMENT DOCUMENT 1: WORK PLAN

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| **Employee Name:** | **Title:** | **Signature:** |
| **Supervisor Name** | **Title:** | **Signature:** |
| **Initial Work Plan Conference Date:** | **1st Feedback Meeting:** | **2nd Feedback Meeting:** |

**Overall Job Objective and how this work contributes to the overall mission of the Unit and the College:**

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| **Key Areas of Responsibility (5 to 7 recommended)** | **Effort %** | **Components**  **(What are the parts of the KAR?)** | **Goals/Expectations/Standards**  **(What does success look like? S.M.A.R.T goals/metrics)** |
| **(Mandatory for all College staff)**  **1. Teamwork and Professional Conduct** | (Ongoing) | **Perform as an effective member of the work group, assuming an appropriate role and level of responsibility. Adhere to department Customer Service Standards.**   * DEI component |  |
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