

C. Professional Development Plan

List specific activities the employee will do in the next review period and up to the next three years as part of his/her professional development. How will you support the employee to meet these goals?

Supervisor or Department Head: You may skip this section if you are not recommending a change in the employee's Classification Grade or Pay Range.

D (1): Review the employee's Grade within the Classification Plan. If you believe the employee's position should be moved to a higher grade (column on the left of the Classification Plan), please address below the increased responsibilities (not workload demand or increased duties) of the position that merit that consideration. Responsibilities include, but are not limited to, supervisory authority, budgetary authority and increasingly complex technical or scientific knowledge required for the position.

D (2): Review the employee's position within his/her Classification Plan Range (Between the Minimum & Maximum). If you believe the employee's position should be moved higher within his/her pay range, provide the rationale for your recommendation below. A rationale for your judgment may include, but is not limited to, years of experience in the position; equivalent skills brought to the position from another job outside the City of Middleton; recent type of training that has made the employee more valuable to the department and/or the City generally; relative merit of the employee's position for pay within the work unit/department; and equity based on gender and/or other considerations of the employee's background.

E. Employee Comments Concerning the evaluation (Optional)

This annual performance review will become part of your personnel file. Please sign below to acknowledge that you have received this document.

Employee Signature:		Date:
Supervisor Signature:		Date:

*Attach a copy of the employee self-evaluation to this evaluation.