

Printing the Paper Copy of the Performance Plan

These are the steps to print a Performance Plan for the employee to review and sign.

1. Select the employee name.

Employee Name	Title Code	Job Title	Organization Name	Supervisor
LEVY, KELLY ANN	000493	TRAINING TECH III	PERS-STAFF	Yes
SCROGGINS, CYNTHIA	000493	TRAINING TECH III	PERS-STAFF	Yes

2. Select the appraisal type from the drop-down menu.

Select Type:

3. Click the 'Show Performance Objectives' button to display the employee's objectives.

Select Type

4. Click the 'Performance Plan Print Preview' button.

The Missouri State Employee Online Performance Appraisal System
PERforM
Productivity, Excellence and Results for Missouri



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[Home Page](#) > [Select Employee - Performance Objectives](#) > Develop/Update Performance Objectives

Employee Performance Objectives - Annual

Employee Information

Employee Name	LEVY, KELLY ANN	Organization	PERS-STAFF
Job Title	TRAINING TECH III	Supervisor	Yes

Select Type

All Annual Performance Objectives have been reviewed with your employee and all the necessary signatures have been obtained on a Performance Plan document. Is this correct? Yes No

Performance Objectives Summary [Collapse Component Details](#) [Expand Component Details](#)

- (Knowledge of Work) has (1) objective(s)
- (Quality of Work) has (2) objective(s)
- (Situational Responsiveness) has (1) objective(s)
- (Initiative) has (1) objective(s)
- (Dependability) has (1) objective(s)
- (Performance Planning and Documentation) has (1) objective(s)
- (Leadership Skills) has (1) objective(s)
- (Management Skills) has (1) objective(s)

(9) total objectives

Select All	Edit	Objective Description	Component Name
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5. Once selected, the printer-friendly version of the document is displayed



THE MISSOURI STATE
EMPLOYEE PLANNING AND
APPRAISAL SYSTEM



Performance Plan - Annual

Employee's Performance Plan Details

[<<< Back To Performance Objectives](#)



Click to print

<i>Employee Name</i>	LEVY , KELLY ANN
<i>Supervisor Name</i>	FORBIS , ALLAN J.
<i>Job Title</i>	TRAINING TECH III
<i>Agency</i>	OFFICE ADMINISTRATION-OPER
<i>Org</i>	PERS-STAFF
<i>CIVS Description</i>	UCP MERIT SYSTEM CLASSIFIED
<i>Percentage Fulltime</i>	1.0
<i>Months of Service</i>	162.0
<i>Appraisal Type</i>	Annual
<i>Rating Period</i>	1/1/2007 - 6/30/2007
<i>Appraisal Status</i>	-
<i>Overall Rating</i>	-
<i>Appraisal Date</i>	-
<i>Appraisal Period</i>	

1. Knowledge of Work Rating 1 2 3 4 5 6 7 8 9 10

Performance Objectives:

1. Learn the Management Training Rule and how each program we provide corresponds to the Rule.
2. Review all materials for each training program you conduct at least two days prior to the session and discuss any questions or concerns with your co-trainers and supervisor.
3. Research topics pertaining to all training programs assigned to you to enhance your understanding of the program's content; keep up-to-date with the latest trends; and improve the program's effectiveness.

2. Quality of Work Rating 1 2 3 4 5 6 7 8 9 10

Performance Objectives:

Condensed Screen Print

Performance Plan Discussion

At the beginning of each appraisal period, the employee and supervisor (rater) will meet to plan, review, and discuss the employee's performance objectives for each component listed on this document for the defined appraisal period. The signature of the employee and supervisor affirms that this discussion took place and that the employee received a copy of his/her performance planning document.

_____ Signature of Rater	_____ Date
_____ Signature of Reviewer	_____ Date
_____ Signature of Employee	_____ Date
_____ Signature of Other (Optional)	_____ Date

6. Click the "Printer" icon that appears near the top right corner of the document, next to the "<<<Back To Performance Objectives" link.



7. A printer dialog box will appear and the user clicks the “Print” button to send it to the desired printer.

