

PLEASE TYPE OR PRINT LEGIBLY.

**Employee Name:** \_\_\_\_\_ **Supervisor Name:** \_\_\_\_\_  
**PERNR:** \_\_\_\_\_  
**Classification/Job Title:** \_\_\_\_\_ **Department/Unit:** \_\_\_\_\_

Conduct a **Performance Planning meeting**. This discussion should occur:

- The day of or within one month of the Annual Review, or
- Within one month of the end date of a Performance Improvement Plan (if applicable), or
- For new employees, it should occur within one month of date of hire.

The following should be accomplished during the Performance Planning discussion:

- Review position description and clarify expectations around specific job related tasks and duties.
- Set measurable goals aligned with university core values and unit/college core values where applicable.
- Complete an employee development plan, outlining skill building actions for the year.
- Discuss performance and behavior necessary to meet expectations for the review period; include a review of the four performance levels.
- Discuss type of support needed from supervisor.
- Plan a date to do at least one mid-cycle check-in to review progress related to the established goals and development plan. General feedback should occur throughout the year.

*Signatures below indicate that the Performance Planning meeting was completed.*

**Employee Signature:** \_\_\_\_\_ **Date of discussion** \_\_\_\_\_  
**Supervisor Signature:** \_\_\_\_\_ **Date of discussion** \_\_\_\_\_

**Supervisors:** Please remember that a critical component of the Performance Excellence program is to provide ongoing performance feedback, coaching and development opportunities throughout the performance period. These conversations should occur regularly during the year.



When the **Performance Planning discussion** is completed, provide a copy of signed documents to the employee and retain a copy of the documents in the department. Supervisor or unit designee: Scan and email signed **Performance Planning form** from an MSU email address to: [performance@hr.msu.edu](mailto:performance@hr.msu.edu). MSU is an affirmative-action, equal-opportunity employer.