**Evaluation Period:** \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee ID: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_**

**Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division/ Department/ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions***: This worksheet should be used if the employee has an overall rating of Partially Effective or Ineffective and should be completed collaboratively. Best practice: Select 2-3 high-leverage indicators that will be the focus of employee’s improvement until their next mid-year evaluation. While the employee should work to improve in many areas, the CAP should identify a robust plan for these targeted indicators.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goal** | **Goal Description (refer to Competency & Indicator)** | **Agreed Action Steps (Detail what is expected of the employee in terms of their performance and specific actions and outcomes will be required from the employee in order to meet "Effective" / "Highly Effective" criteria)** | **Support (Detail what the supervisor will do to support the employee in this area)** | **Review Dates (Timeline)** |
| **1** | *[SAMPLE]:*  ***4d*** | *Improve quality of interaction with colleagues in order to assure that an atmosphere of respect is promoted and as a result efficiency is maximized.* | *Training / role pay session set up with xyz individual* | *Meet and provide feedback every two weeks.* |
| **2** |  |  |  |  |
| **3** |  |  |  |  |