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2000 PERFORMANCE PLAN

Position Title

Name: _____

Supervisor: _____

Department: _____

Date: _____

Title: _____

Major Performance Goals	Specific Activities/ Measures	Weight	Competent 3	Commendable 4	Outstanding 5

2000 PERFORMANCE PLAN - SAMPLE

Human Resource Manager

Name: Sue Smith

Supervisor: John Jones

Department: Human Resources

Date: 2/29/2000

Title: Human Resources Manager

Major Performance Goals	Specific Activities/ Measures	Weight	Competent 3	Commendable 4	Outstanding 5
<u>Administration</u>	<p>General Paperwork</p> <p>Personnel Files</p> <p>Audit</p> <p>Benefits Paperwork</p> <p>Employment Benefits</p> <p>HRIS</p> <p>Updating Handbook</p> <p>Payroll</p>	.10	<ul style="list-style-type: none"> 95% Accurate Processed within 10 days of hire Audit conducted semiannually 95% Accurate Completed within 15 days of hire Monthly updates (sick accrual) Weekly tracking of usage Monthly reports to manager Updating weekly Quarterly Run timecard reports each Wednesday to send to Accounting 	<ul style="list-style-type: none"> 97% Accurate Processed within a week of hire Audit conducted quarterly 97% Accurate Completed within 10 days of hire Updating twice a week Bi-monthly 	<ul style="list-style-type: none"> 100% Accurate Processed within a day of hire 100% Accurate Completed within one week of hire Updating as occurs Monthly