



Components of PMDP Evaluations

General

Responsibilities

Criteria for Success

Goals

Employee Self-Appraisal

Attachments

Overall Rating

Log

1 Choose Evaluation Type

Probation:

Thirty Day Conversation

Mid Probation Conversation

Summary Probation Evaluation

Annual

Midpoint Conversation

Summary Evaluation

2 Evaluation Dates

Probation Cycle

Thirty Day Conversation

Occurs within 30 days of start date.

Period Start Date: Employee Hire Date

Period End Date: Hire Date + 30 days

Mid Probation Conversation

Occurs midway through probation period

Period Start Date: Hire Date

Period End Date: Hire Date + 90/180 days

Summary Probation Evaluation

Occurs at completion of probation period

Period Start Date: Hire Date

Period End Date: Probation End Date

3 Data to fill in

Responsibilities

Key job responsibilities and expectations

Criteria for Success

Key skills and values that employees are expected to demonstrate.

**Only viewable by employees at Summary*

Goals

Current and Future

Employee Self-Appraisal

Opportunity for employees to highlight key accomplishments and areas for development

**Only viewable at Summary*

Attachments

Supervisor and employee may each upload one document. Examples: kudos, certificates, lists of webinars/LinkedIn Learnings attended, customer feedback.

Overall Rating

Meeting Expectations or Not Meeting Expectations

Annual Cycle

Midpoint Conversation

Occurs in December each year

Period Dates: 07/01/20xx - 12/30/20xx

Summary Evaluation

Occurs in June each year

Period Dates: 07/01/20xx - 06/30/20xx

