



4. **Goal/Project/Responsibility:** (Complete at beginning of introductory period)

**Describe performance results, including supporting examples:** (Complete towards end of introductory period)

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**Initials: Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_ **Staff Member** \_\_\_\_\_ **Date** \_\_\_\_\_  
(The above initials indicate that the supervisor shared the performance expectations with the staff member.)  
**Supervisor's Comments:** (Optional)

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**Staff Member's Comments:** (Optional)

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**COMPLETE PART II ONLY IF STAFF MEMBER COMPLETED INTRODUCTORY PERIOD AND WAS RETAINED.** **Part II – Goals, Projects and Responsibilities for Remainder of Appraisal Cycle:** If staff member has completed his/her introductory period describe the goals, projects and/or responsibilities that the staff member will have for the remainder of the appraisal cycle. Include proposed time frames and expected results. REMEMBER TO UPDATE AND REVISE THE GOALS, PROJECTS, RESPONSIBILITIES, EXPECTED RESULTS AND TIME FRAMES IF NEEDED DURING THE APPRAISAL CYCLE. **Add additional goals/projects/responsibilities as needed.**

1. Goal/Project/Responsibility  
Expected Results and Time Frame:
2. Goal/Project/Responsibility  
Expected Results and Time Frame:

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**Part II - Competencies-** If staff member has completed his/her introductory period, revise performance expectations for the remainder of the performance appraisal cycle. For the remainder of the performance cycle, identify and discuss with staff member 3- 5 key competencies that are vital to the success of the position or identify competencies for further development. You can give suggestions on methods to enhance competency, such as training or work assignments. Competencies can be identified during the introductory period, if feasible.

**Competencies for All Staff:**

<http://www.hr.upenn.edu/staffrelations/performance/guidelines.aspx#allstaffcompetency>

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**Staff Member's Signature\*** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*My signature does not necessarily indicate concurrence with the Introductory Period Performance Plan. It indicates that the Performance Plan has been reviewed with me and I have received a copy.**

**Return to the Division of Human Resources/Staff & Labor Relations, Suite 527A, 3401 Walnut Street/6228**