

PERFORMANCE AND DEVELOPMENT PLAN

Each employee plays an important role in accomplishing the mission, aims and strategic objectives of Brigham Young University. This evaluation is an opportunity to evaluate performance, give feedback, set objectives for the coming year, encourage development opportunities, and discuss the employee's alignment with The Church of Jesus Christ of Latter-day Saints and BYU's mission, aims and strategic objectives.

Alignment with BYU and The Church of Jesus Christ of Latter-day Saints

Managers are to review and discuss with the employee the following expectations of BYU employees:

(As managers review and discuss this new section with their employees, they should emphasize the importance of proper alignment with BYU and The Church of Jesus Christ of Latter-day Saints and encourage employees in their efforts to do so. However, managers should not conduct a worthiness interview or ask about an employee's ecclesiastical standing. Those actions are handled separately by ecclesiastical leaders and the Church's Ecclesiastical Clearance Office.)

- Intentionality in building faith in Jesus Christ and testimony of His restored gospel among members of the BYU community
- A commitment to a campus culture of unity, love, and belonging
- Exemplary conduct that combines spiritual values and personal integrity in conducting work in a professional manner consistent with the values espoused by the university and the restored Church of Jesus Christ
- Public expression that faithfully promotes the mission and doctrines of the restored Church of Jesus Christ and is devoid of contradicting or opposing Church doctrines, policies, and general leaders; and refrain from expressions and behaviors that are dishonest, unchaste, profane, or disrespectful of others

BYU Mission

To assist individuals in their quest for perfection and eternal life.

BYU Aims

A BYU education should be (1) spiritually strengthening, (2) intellectually enlarging, and (3) character building, leading to (4) lifelong learning and service.

I have reviewed and discussed the sections above with this employee ("Alignment with BYU and The Church of Jesus Christ of Latter-day Saints", "BYU Mission", and "BYU Aims").

BYU Strategic Objectives

1. Ensure alignment with the university mission
2. Enhance the educational experience of students
3. Enlarge the influence of a BYU education

1. Key Employee Objectives for Past Year and Results Achieved (List the key employee objectives identified during the early 2022 informal performance review along with the results achieved for each objective)

Objectives	Results
1.	
2.	
3.	

4.	
5.	

2. Additional Notable Accomplishments from Past Year (Optional Section)

3. Key Employee Objectives for Coming Year (Objectives should ideally be aligned with division objectives and BYU's strategic objectives. **Please ensure objectives are specific and measurable.**)

Objectives	Target Completion Date
1.	
2.	
3.	
4.	
5.	

4. Competencies - Evaluation and Development (Provide specific feedback on the competencies below that are most applicable to the employee's position. Include development goals and experiences to support growth in these areas. This section is required because it is expected that all employees can improve or enhance some aspect of their performance.)

<p><u>Delivering Results</u> Example behaviors:</p> <ul style="list-style-type: none"> • Achieves excellence in tasks and goals. • Uses time efficiently. • Actively pursues professional development and growth for self. <p>Additional examples for supervisor roles:</p> <ul style="list-style-type: none"> • Holds direct reports accountable for producing quality, timely results. Provides performance feedback that facilitates development. • Actively pursues professional development and growth for team.
<p><u>Problem Solving</u> Example behaviors:</p> <ul style="list-style-type: none"> • Consistently makes informed decisions. • Recommends possible solutions. Follows up to ensure resolution. • Enthusiastically seeks and accepts additional responsibilities, both in the context of the job and outside immediate job responsibilities. <p>Additional examples for supervisor roles:</p> <ul style="list-style-type: none"> • Assists employees in diagnosing problems and recognizing issues.
<p><u>Functional Knowledge and Skills</u> Example behaviors:</p> <ul style="list-style-type: none"> • Demonstrates expertise in skill and knowledge within areas relevant to one's own function or work group. • Consistently seen by customers and team members as possessing high functional knowledge and skills. <p>Additional examples for supervisor roles:</p> <ul style="list-style-type: none"> • Serves as a resource for others regarding major developments in discipline or specialty area, and facilitates sharing of methods and knowledge.
<p><u>Service to Others/Customer Focus</u> Example behaviors:</p> <ul style="list-style-type: none"> • Actively solicits feedback from customers to surface needs and concerns. Anticipates adverse customer reactions and develops better alternatives. • Proactively keeps customers informed with both formal and informal communications. Follows up with customers to ensure satisfaction. • Fulfills service commitments prior to deadlines. • Provides same high level of customer service to staff as to internal and external customers. <p>Additional examples for supervisor roles:</p> <ul style="list-style-type: none"> • Delivers on promises to employees.
<p><u>Communication and Collaboration</u></p>

Example behaviors:

- Provides regular, consistent, and meaningful information to others; ensures appropriate individuals are informed.
- Consistently treats everyone with dignity, respect and fairness; is very easy to approach and helpful.
- Listens to and carefully considers ideas from others, even when different from own; ensures all sides are heard before reaching a conclusion.
- Enthusiastically spends time with others to help them and the team succeed.

Additional examples for supervisor roles:

- Meets consistently with direct reports to discuss performance.

Any Additional Competencies or Areas for Evaluation/Development

Evaluation of Employee Performance (Regarding the applicable Competencies listed above)

Development Recommendations (Regarding the applicable Competencies listed above)

- I have reviewed the BYU Conflict of Interest and Conflict of Time Commitment Policy with this employee.
- I have discussed this PDP with this employee personally.

EMPLOYEE COMMENTS:

- I have read and understand the Conflict Interest and Conflict of Time Commitment Policy, and to the best of my knowledge, I am in compliance.

ELECTRONIC SIGNATURES: