# **EMPLOYEE WORK PROFILE**

**Parts I, II, III, and IV are written or reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.**

WORK DESCRIPTION/PERFORMANCE PLAN

|  |
| --- |
| PART I – Position Identification Information |
| 1. Position Number:

 Employee Name:  | 1. Agency Name & Code;

**UNIVERSITY OF MARY WASHINGTON**Division/Department:  |
| 3. Work Location Code: **630** | 1. Occupational Family & Career Group:

 |
| 5. Role Title & Code: | 6. Pay Band:  |
| 7. Work Title: | 1. SOC Title & Code:

 |
| 9. Level Indicator: Employee Supervisor Manager Employees Supervised: Does employee supervise 2 or more employees (FTEs)? Yes No | 10. FLSA Status: Exempt Non-Exempt  Exemption/Partial Exemption Test (if applicable): |
| 11. Supervisor’s Position Number: | 12. Supervisor’s Role Title & Code:  |
| 13. EEO Code:  | 14. Effective Date:  |

|  |
| --- |
| PART II – Work Description & Performance Plan |
| 15. Organizational Objective:  |
| 16. Purpose of Position:  |
| 17. KSA’s and or Competencies required to successfully performing the work:  |
| 18. Education, Experience, Licensure, Certification required for entry into position.  |

|  |  |  |
| --- | --- | --- |
| **%****Time** **E or M** | **19. Core Responsibilities** | **20. Measures for Core Responsibilities** |
| % |  |  |
| % |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\_\_\_\_

100%

|  |  |
| --- | --- |
| **19. Special Assignments** | **22. Measures for Special Assignments** |
|  | .  |
|  |  |

|  |  |
| --- | --- |
| **20. Performance Factors**  | 24. Measures for performance factors |
| 1. Interpersonal Relations
 | The extent to which the employee establishes effective working relationships when dealing with supervisors, co-workers, clients, and/or customers. |
| 1. Communications
 | The extent to which the employee effectively expresses ideas orally or in writing as required performing the job. |
| 1. Attendance/Punctuality
 | The extent to which attendance and/or punctuality support performance at the expected level. |
|  F. Safety | The extent to which the employee follows established safety practices or corrects unsafe work practices on the job. |
|  G. Planning/Analytical Skills/Decision Making | The extent to which the employee demonstrates the skills to analyze and solve problems. This refers to the gathering of information, weighing of consequences, and soundness of decisions. |

**ADDENDUM – ORGANIZATIONAL CHART**

**This page is printed separate from the remainder of the Work Description/Performance Plan because it contains confidential employee information.**

|  |
| --- |
| PART III – Employee Development Plan |
| **21. Personal Learning Goals** |
| **22. Learning Steps/Resource Needs** |

|  |
| --- |
| Part IV - Review of Work Description/Performance Plan |
| **23. Employee’s Comments:** | Signature:Print Name: | Date: |
| **24. Supervisor’s Comments:** | Signature:Print Name: | Date: |
| **25. Reviewer’s Comments**: | Signature:Print Name: | Date: |