

MAP

Mutual Action Plan



NAME _____ DATE _____
 POSITION _____
 APPRAISAL: ANNUAL: _____ OTHER: _____

| <p><u>Directions</u></p> <p>READ THE QUESTIONS TO THE RIGHT.</p> <p>COMPARE THE EMPLOYEE'S ACTUAL JOB PERFORMANCE WITH WHAT IS EXPECTED OF HIM/HER.</p> <p>THEN BEGIN NUMBER 1 BELOW.</p> | <p><u>Performance</u></p> <p>IS THE EMPLOYEE GETTING ASSIGNED WORK DONE:</p> <ul style="list-style-type: none"> - On Time - Accurately - Completely - According to Standards - According to the job Description - Within budget? | <p><u>Policy</u></p> <p>IS THE PERSON FOLLOWING DEPARTMENTAL POLICIES:</p> <ul style="list-style-type: none"> - Attendance - Punctuality - Use of time - Appearance - Safety-Sanitation - Follows rules and according To departmental procedures? | <p><u>People</u></p> <p>HOW WELL DOES THIS PERSON WORK WITH:</p> <ul style="list-style-type: none"> - Customers - The public - Fellow workers - Supervisors - Other departments |
|--|---|--|---|
| <p>1 Things Done Well</p> <p>DESCRIBE SPECIFIC EXAMPLES OF THE EMPLOYEE'S BEST WORK:</p> <ul style="list-style-type: none"> ■ Achievements ■ Successes ■ Positive Contributions to the organization <p>Give specific facts</p> | | | |
| <p>2 Things To Do Even Better</p> <p>DESCRIBE ANYTHING YOU'D LIKE TO SEE THIS PERSON:</p> <ul style="list-style-type: none"> ■ Improve ■ Change or ■ Learn <p>SO THAT HE OR SHE CAN MAKE AN EVEN MORE VALUABLE CONTRIBUTION TO THE ORGANIZATION.</p> | | | |
| <p>3 Select One Thing</p> <ol style="list-style-type: none"> 1. Pick one priority from NO. 2 above that you want the employee to work on. 2. Describe the present situation. Don't write just a goal here. Just describe what's happening now. | | | |

Employee's Action Plan

1. WHAT the employee will do (the goal).
2. HOW he/she will do it.
Any steps, methods, or procedures to be followed to achieve the goal.
3. The way the situation will be if this action plan is successful.
(Standards to be met)

Be specific and realistic.

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| <h2 style="margin: 0;">5 Supervisor's Action Plan</h2> <p style="margin: 5px 0;">DESCRIBE THE ACTION(S) YOU'LL TAKE TO HELP THE EMPLOYEE ACHIEVE HIS/HER ACTION PLAN.</p> <p style="margin: 5px 0;">WHEN WILL YOU DO THESE THINGS? (date/time)</p> <p style="margin: 5px 0;">SET A DATE FOR THE NEXT MAPPING SESSION AND MARK IT ON THE RIGHT. THEN EACH SIGN THE FINAL MAP FORM</p> | | | | | | | | | | | | | |
| | <p>NEXT MAPPING SESSION</p> <table border="1" style="margin: auto; border-collapse: collapse; text-align: center;"> <tr><td>JAN</td></tr> <tr><td>FEB</td></tr> <tr><td>MAR</td></tr> <tr><td>APR</td></tr> <tr><td>MAY</td></tr> <tr><td>JUN</td></tr> <tr><td>JUL</td></tr> <tr><td>AUG</td></tr> <tr><td>SEP</td></tr> <tr><td>OCT</td></tr> <tr><td>NOV</td></tr> <tr><td>DEC</td></tr> </table> | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
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SIGN:

EMPLOYEE

SUPERVISOR

DATE