

EMPLOYEE WORK PROFILE

WORK DESCRIPTION/PERFORMANCE PLAN

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.

Employee Name: _____

PART I – Position Identification Information	
1. Position Number:	2. Agency Name & Code; Division/Department: Southwest Virginia Community College, 294;
3. Work Location Code:	4. Occupational Family & Career Group:
5. Role Title & Code:	6. Pay Band:
7. Work Title:	8. SOC Title & Code:
9. Level Indicator: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager Employees Supervised: Does employee supervise 2 or more employees (FTEs)? <input type="checkbox"/> Yes <input type="checkbox"/> No	10. FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> 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 perform the work (attach Competency Model, if applicable):
18. Education, Experience, Licensure, Certification required for entry into position:

% Time	19. Core Responsibilities	20. Measures for Core Responsibilities
0%	A. Performance Management (for employees who supervise others)	Examples of Measures for Performance Management: <ul style="list-style-type: none"> • Expectations are clear, well communicated, and relate to the goals and objectives of the department or unit; • Staff receive frequent, constructive feedback, including interim evaluations as appropriate; • Staff have the necessary knowledge, skills, and abilities to accomplish goals; • The requirements of the performance planning and evaluation system are met and evaluations are completed by established deadlines with proper documentation; • Performance issues are addressed and documented as they occur. • Safety issues are reviewed and communicated to assure a safe and healthy workplace.
0%	B.	
0%	C.	
0%	D.	
0%	E.	
0%	F.	

100% (combined percentages must equal 100%)

21. Special Assignments	22. Measures for Special Assignments
<p>G. Complete yearly mandatory training: Security awareness training, Preventing Workplace Violence, and Terrorism Security Awareness</p>	<p>Completion certificates/certifications/confirmations</p>
<p>H. May be required to perform other duties as assigned. May be required to assist the agency or state government generally in the event of an emergency declaration by the Governor.</p>	

Optional

23. Agency/Departmental Objectives	24. Measures for Agency/Departmental Objectives
<p>I.</p>	
<p>J.</p>	
<p>K.</p>	
<p>L.</p>	

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

25. Personal Learning Goals:

26. Learning Steps/Resource Needs:

Part IV - Review of Work Description/Performance Plan

27. Employee's Comments:

Signature

Print Name

Date:

28. Supervisor's Comments:

Signature

Print Name

Date:

29. Reviewer's Comments:

Signature

Print Name

Date: