

## Facilities Division

### INSTRUCTIONS FOR MODIFYING PERFORMANCE STANDARDS

If a Performance Standard is in need of being modified please use this form. Performance Standards are the end result of a Key Job Responsibility. The performance standard clearly identifies how the supervisor will know if the employee is performing the responsibility at an acceptable level. Performance Standards should be written into each Key Job Responsibility as one continuous statement.

**Instructions:** Please write the Key Job Responsibility and the new Performance Standard in the space below. You and your supervisor sign the form. Then forward to Human Resources for approval. Once Human Resources has approved the change it will be sent back to the manager so that the new Performance Standard can be discussed with the employee. Please ensure that all affected employees sign this form containing the new approved Performance Standard ( use the back of the form if necessary). Forward the form back to Human Resources.

#### **Job Classification (number and title)**

Existing Key Job Responsibility and new Performance Standard:

**Requesting Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Next Level Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources Evaluator** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_