

## BellSouth Performance Management

Name (Last)	(First)	(Middle I)	SSN	Title/Job Grade	Review Year
Division/Company	RC or Organizational Code	Supervisor's Name		Supervise People? Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Commitment Description

Describe below what you plan to accomplish. Click [here](#) for what makes a good commitment. Later summarize and insert you quarterly interim for year-end significant accomplishments (results). Interim/yearend summaries must document the results achieved. Click [here](#) for what makes good interim and year-end documentation. The ratings are FE, Far Exceeds Criteria; EC, Exceed Criteria; CM, Consistently Meets; MM, Meets Most; and DM, Does Not Meet Criteria. Also, NA, not applicable, or no expertise. Click here to obtain more information on rating guidelines.

### Commitments

(Also known as Objectives, Responsibilities, Expectations)

			Ratings			
			1Q	IR	3Q	EOY
<b>1</b>	Commitment	Result/Accomplishment	X	X	X	X
<b>2</b>	Commitment	Result/Accomplishment	X	X	X	X
<b>3</b>	Commitment	Result/Accomplishment	X	X	X	X
<b>4</b>	Commitment	Result/Accomplishment	X	X	X	X

**Ratings**

<b>5</b>	Commitment	Result/Accomplishment	X	X	X	X
<b>6</b>	Commitment	Result/Accomplishment	X	X	X	X
<b>7</b>	Commitment	Result/Accomplishment	X	X	X	X
<b>8</b>	Commitment	Result/Accomplishment	X	X	X	X
<b>9</b>	Commitment	Result/Accomplishment	X	X	X	X
<b>10</b>	Commitment	Result/Accomplishment	X	X	X	X

## Competencies (Behaviors – How you do your work)

Select competencies. Work with your supervisor to identify the competencies that are most critical for your current job and your ability to successfully achieve the commitments you have selected. The gradients provide detailed behavioral information for the levels of proficiency demonstrated. If you manage others, you must select one of the people management competencies. Click [here](#) for supervisor competencies.

### Competencies critical to achieving my commitments:

		Ratings			
		1Q	IR	3Q	EOY
As a people manager I am responsible for how well I manage others – choose 2 Select Option 1  Select Option 2	Result/Accomplishment	X	X	X	X
Select Option	Result/Accomplishment	X	X	X	X
Select Option	Result/Accomplishment	X	X	X	X
Select Option	Result/Accomplishment	X	X	X	X
Select Option	Result/Accomplishment	X	X	X	X
Select Option	Result/Accomplishment	X	X	X	X
Select Option	Result/Accomplishment	X	X	X	X
Acting with Integrity – I know what is legally and ethically the right thing to do, or I find out. I do what is right. I freely defend doing what is right, and I question those who do otherwise.	Result/Accomplishment	X	X	X	X

## Development Commitment

It is crucial that the manager and employee work to identify development needs. Those needs may be related to the current position, such as improvement in competency demonstrated and/or where appropriate, the employee and supervisor should discuss potential career goals. The specific action plans that will contribute to the employees growth should be concisely identified below and later the corresponding results of development activities. If your division has specified developmental forms or programs, the development commitment may summarize that growth or developmental objective.

			Ratings			
	Development Need	Result/Accomplishment	1Q	IR	3Q	EOY
1			X	X	X	X
2			X	X	X	X

For use as needed: During the performance year, specific strengths as well as development needs will be identified. The spaces below provide a place or bookmark in which you may capture those words. You may choose to change and replace words as skills or needs are addressed.

Strengths	Improvements Areas

Agreement	Employee Signature	Date (MM/DD/YYYY)	Supervisor's Signature	Date (MM/DD/YYYY)
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Comments:

1 <sup>st</sup> Qtr. Review Date	Employee Signature	Date (MM/DD/YYYY)	Supervisor's Signature	Date (MM/DD/YYYY)
Interim Review Date	Employee Signature	Date (MM/DD/YYYY)	Supervisor's Signature	Date (MM/DD/YYYY)
3 <sup>rd</sup> Qtr. Review Date	Employee Signature	Date (MM/DD/YYYY)	Supervisor's Signature	Date (MM/DD/YYYY)
EOY Date Completed	Employee Signature	Date (MM/DD/YYYY)	Supervisor's Signature	Date (MM/DD/YYYY)

Interim and year-end reviews are required. Quarterly reviews are beneficial and may be required by some divisions and/or organizations. Check with your manager.