

# Instructions for Completing Employee Work Profile (EWP)

## Introduction

The Employee Work Profile is a combination of the employee work description, performance plan, and evaluation assessment. Sections I, II, III and IV are written or reviewed by the supervisor and the employee at the **beginning of the evaluation cycle** to determine work plans and development needs. Sections V, VI, VII, VIII and IX then are completed by the supervisor and reviewed with the employee at the **end of the cycle**. Agencies may develop their own forms, as long as the required features are included. A combined form, including both the position responsibilities and the performance plan and evaluation may be used, or separate forms may be developed. These forms should be formatted in a way to allow them to be shared under the Freedom of Information Act (FOIA) or with other agencies; therefore, it is recommended that position information be separate from employees' personal information, which may not be subject to disclosure.

## Part I – Position Identification Information

1. **Position Number:** Enter assigned position number. (required field)
2. **Agency Name & Agency Code; Division/Department:** Enter agency name and agency code; division or department name as appropriate. (required field)
3. **Work Location Code:** Enter the position's location code. (required field)
4. **Occupational Family & Career Group:** Enter the assigned occupational family and career group. (required field)
5. **Role Title & Code:** Enter the position's Role title and code. (required field)
6. **Pay Band:** Enter the pay band to which this role is assigned. (required field)
7. **Work Title:** Enter the employee's work title if used. (optional field)
8. **SOC Title & Code:** Enter the assigned SOC title and code. (required field)
9. **Level Indicator & Employees Supervised:** Check the appropriate box for employee, supervisor, or manager. Additionally, indicate if employee supervises two or more employees (FTEs). (required field)
10. **FLSA Status:** Check the appropriate box to designate the position as exempt or non-exempt under the Fair Labor Standards Act. (required field) If the position is exempt or partially exempt, the qualifying exemption test should be noted. Examples are Professional (exempt) or Law Enforcement (partially exempt). (This field is required if the information is not retained elsewhere.)
11. **Supervisor's Position Number:** Enter the supervisor's assigned position number. (required field)
12. **Supervisor's Role Title & Code:** Enter the supervisor's role title and code. (required field)
13. **EEO Code:** Enter the appropriate EEO code. (required field)
14. **Effective Date:** Enter the date the Employee Work Profile is effective (normally the date the position is established or changes are made to the work assignments). (required field)

## Part II – Work Description & Performance Plan (required as part of the Work Description, but agencies may define the components.)

15. **Organizational Objective:** A brief statement describing how the position links to the work unit, division or agency's objective(s). This statement helps the supervisor and employee align the position's work assignments and priorities to agency-desired outcomes and results.
16. **Purpose of Position:** A brief description of the reason the position exists. This statement should link to the organizational objective and capture the most important service or product expected from the employee in the position. This statement gives the reader a good idea of the purpose of the position without going into detail.
17. **KSA's and/or Competencies:** A description of the expertise required to successfully perform the work assigned to the employee. It may be used in hiring new employees or to describe the competency or skill level of the incumbent.

18. **Education, Experience, Licensure, Certification:** Enter the educational background that would be required for entry into position. Also, list any occupational certifications or licenses that the employee must hold.
19. **Core Responsibilities (A – F):** Core responsibilities are defined as primary and essential to the work performed and are written as broad sets of major duties or functions. The core responsibilities must provide sufficient information to assign the position to the proper Role, determine FLSA exemption status, and provide a basis for performance evaluation. List up to five core job responsibilities in order of their importance to the whole job. Statements should be brief and do not have to include every detail of the position's activities. Performance management is preprinted and a required core responsibility for all supervisory employees.
20. **Measures for Core Responsibilities (A – F):** Identify the qualitative and/or quantitative measures against which each responsibility will be assessed.
21. **Special Assignments (G – H):** Special assignments are considered brief in nature and typically are not extended beyond the performance period. Statements should be brief and do not have to include every detail of the assignment.
22. **Measures for Special Assignments (G – H):** Identify the qualitative and/or quantitative measures against which each assignment will be assessed.
23. **Agency/Departmental Objectives (I – L):** Objectives are defined as strategic business objectives to achieve goals set by the agency or division/department. They also may include behavioral competencies that are critical to the employee's success. Identifying objectives and/or competencies on the work plan helps to support organizational values and goals and reinforces each employee's role in meeting those goals.
24. **Measures for Agency/Departmental Objectives (I – L):** Identify the qualitative and/or quantitative measures against which each objective will be assessed.

**ADDENDUM** – An **Organizational Chart** must be included with the Work Description/Performance Plan. (required)

**Part III – Employee Development Plan** (required as part of the performance plan but agencies may define the components)

25. **Personal Learning Goals:** List any learning goals identified by the employee and/or the supervisor.
26. **Learning Steps/Resource Needs:** Indicate specific steps that need to be taken and by whom to accomplish the learning goals. This may include training, coaching, or other learning methods.

**Part IV – Review of Work Description/Performance Plan** (required)

27. **Employee's Comments, Signature, Print Name & Date**
28. **Supervisor's Comments, Signature, Print Name & Date**
29. **Reviewer's Comments, Signature, Print Name & Date**

**Part V – Employee/Position Identification Information** (required for Development Plan and Performance Evaluation)

30. **Position Number:** Enter assigned position number. (required)
31. **Agency Name & Agency Code; Division/Department:** Enter agency name and agency code; division and department name as appropriate. (required)
32. **Employee Name:** Enter employee's full name. (required)
33. **Employee ID Number:** Enter unique ID number to identify employee. (required)

**Part VI – Performance Evaluation** (required but agencies may define the components)

34. **Core Responsibilities – Rating Earned (A – F):** Check the appropriate rating earned by the employee during the performance cycle.

35. **Core Responsibilities – Comments on Results Achieved (A – F):** Describe the employee's performance including documentation to support the earned rating.
36. **Special Assignments – Rating Earned (G – H):** Check the appropriate rating earned by the employee.
37. **Special Assignments – Comments on Results Achieved (G – H):** Describe the employee's performance including documentation to support the earned rating.
38. **Agency/Department Objectives – Rating Earned (I – L):** Check the appropriate rating earned by the employee. (optional)
39. **Agency/Department Objectives – Comments on Results Achieved (I – L):** Describe the employee's performance including documentation to support the earned rating.
40. **Other Significant Results for the Performance Cycle:** Record any significant aspects of the employee's job performance that are not addressed elsewhere in the evaluation. Only include comments that are related to the employee's job performance.

**Part VII – Employee Development Results** (required but agencies may define the components)

41. **Year-end Learning Accomplishments:** Summarize accomplishments related to the personal learning goals that were set at the beginning of the cycle.

**Part VIII – Overall Results Assessment and Rating Earned**

42. **Overall Rating Earned:** Check the appropriate overall rating earned by the employee during the performance cycle. (required)

**Part IX – Review of Performance Evaluation** (required)

43. **Supervisor's Signature, Print Name & Date**
44. **Reviewer's Comments, Signature, Print Name & Date**
45. **Employee's Comments, Signature, Print Name & Date**

**Part X – Physical Demands/Cognitive Requirements:** Documents essential and marginal job functions of the position for use when responding to requests for modification or accommodation. This information should be maintained as part of the position information. Any medical information used to make job modifications or accommodations must be maintained separately from the employees' personnel files. Agencies can develop their own Physical Demands form or use the one developed by Workers' Compensation available on the DHRM Forms website.

**Optional Sections**

**Annual Requirements** – provides a method to easily gather and track certain agency-specific information on an annual basis.

**Confidentiality Statement** – allows an agency to identify confidentiality as a critical organizational value and to establish clear consequences if confidentiality is violated. This section should be used only in circumstances where information is protected and does not apply to information that is released according to agency procedures.