

APPENDIX B

WORK PLAN TEMPLATE

“Within ten (10) working days of hire, the immediate supervisor shall provide a written work plan outlining the goals and objectives upon which a new employee shall be evaluated during the probationary period. In addition, if there is a change in immediate supervisors, the work plan shall be reviewed by the new supervisor and the probationary employee and modified as appropriate” (CBA, Article 7--Evaluations, Section 9, para. 1).

Employee Name: _____ Date: _____

Title of Position: _____

Position Overview: [Brief, from Job Description]

Hartnell College Vision Statement

Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

Hartnell College Mission Statement

Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement, and success.

Hartnell College Values

- **Students First**
We believe the first question that should be asked when making decisions is “What impact will the decision have on student access, learning, development, achievement, and success?”
- **Academic and Service Excellence**
We commit to excellence in teaching and student services that develop the intellectual, personal, and social competence of every student.
- **Diversity and Equity**
We embrace and celebrate differences and uniqueness among all students and employee. We welcome students and employees of all backgrounds.
- **Ethics and Integrity**
We commit to respect, civility, honesty, responsibility, and transparency in all actions and communications.
- **Partnerships**
We develop relationships within the college and community, locally and globally, that allow us to grow our knowledge, expand our reach, and strengthen our impact on those we serve.
- **Leadership and Empowerment**
We commit to growing leaders through opportunity, engagement, and achievement.
- **Innovation**
Through collaboration, we seek and create new tools, techniques, programs, and processes that contribute to continuous quality improvement.
- **Stewardship of Resources**
We commit to effective utilization of human, physical, financial, and technological resources.

[Supervisor: add department or division mission, vision, and values below if applicable.]

Major Areas of Responsibility: [*Supervisor: List 5-8 major areas, consistent with job description, but not intended to duplicate job description. One example given.*]

[*Example: Responsible to coordinate and produce student and community events in furtherance of program goals.*]

Specific Responsibilities of the Job and Goals: First three months:

Supervisor: Take each area listed above and provide details of the responsibilities and related goals that should be the work plan for the first three months.

[Example: Working with appropriate college personnel, schedules and plans fall orientation and welcoming events for students interested in the program. 2. Ensures that target attendance goals are met by creation of an effective publicity and marketing plan for events, coordinated with Director of Communications at least two months before event. GOALS: Before September 15, create agendas, invitations, guest lists, supplies list, and SLOs for three 90-minute "welcome students" events, one on each campus].

- A. 1. _____
2. _____
3. _____

GOALS:

- B. 1. _____
2. _____
3. _____

GOALS:

- C. 1. _____
2. _____
3. _____

GOALS:

- D. 1. _____
2. _____
3. _____

GOALS:

Employee Signature: _____ Date: _____

Supervisor Signature _____ Date: _____

Next Review of Work Plan and Progress: _____

Goals: Short, succinct statements that can be clearly understood by anyone with a basic knowledge of the project/operation/department and that are specific, measurable, achievable, realistic, and timely.