


Employee Performance Plan

|  <p>Employee Name: <i>Miranda Deidre</i> Position: <i>Graphic Designer</i></p> | | <p>Employee's Strengths:</p> <p><i>Students need to read the information provided in the case study about Miranda's performance and identify which tasks she is strong at and confident in doing. Their answer could be in a form of a paragraph or a list.</i></p> <p><i>The answer is provided below:</i></p> <ul style="list-style-type: none"> • <i>Schedule projects and define budget constraints</i> • <i>Prepare rough drafts and present ideas</i> • <i>Work with copywriters and graphic design manager to produce the final design</i> • <i>Test graphics across various media</i> • <i>Amend designs after feedback</i> • <i>Ensure final graphics and layouts are visually appealing and on-brand</i> | <p>Employee's Objectives:</p> <p><i>Miranda's objective can be found in the case study.</i></p> <p><i>The answer is provided below:</i> <i>To ensure that she gets assistance via training from any of the senior designers (Michael or you) or to be given the opportunity to shadow Michael in order to improve her skills for the tasks she was not very confident doing.</i></p> | | | | |
|---|--|---|---|---|-------------------------|---------------------------------------|--|
| Task | Achieving KPI | Working Towards KPI | Establish new KPI | Action Step | Date | Review Date | |
| <<Insert task>> | <<Tick this box if the employee is achieving the KPI>> | <<Tick this box if the employee is working towards achieving this KPI>> | <<Establish KPI for the task in column 1. Add more days for the tasks that the | <<Describe the action step/s that need to be taken for the KPIs that are not being achieved. A solution to ensure | <<Insert today's date>> | <<Insert a date to review this plan>> | |

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| | | | <i>employee is working towards>></i> | <i>that the employee will be supported to achieve the KPI>></i> | | |
|--|---|---|---|--|-----------------|---|
| <i>Study design briefs and determine requirements</i> | | ✓ | <i>3 days Students will need to provide additional days for the tasks Miranda is not currently achieving. So, for this task, students will need to insert anything more than 2 days.</i> | <i>1. receive training from Senior Designers 2. shadow Michael in order to become more confident in doing it independently. Students can choose one or both action steps.</i> | <i>29.09.22</i> | <i>29.03.23 The review date needs to be six months after the completion date according to the organisation's policies and procedures.</i> |
| <i>Schedule projects and define budget constraints</i> | ✓ | | <i>N/A</i> | | <i>29.09.22</i> | <i>29.03.23</i> |
| <i>Conceptualise visuals based on requirements</i> | | ✓ | <i>6 days (Anything above 5 days is an acceptable answer)</i> | <i>1. receive training from Senior Designers 2. shadow Michael in order to become more confident in doing it independently. Students can choose one or both action steps.</i> | <i>29.09.22</i> | <i>29.03.23</i> |

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|---|---|---|------------|---|-----------------|-----------------|
| <i>Prepare rough drafts and present ideas</i> | ✓ | | <i>N/A</i> | | <i>29.09.22</i> | <i>29.03.23</i> |
| <i>Develop illustrations, logos and other designs using software or by hand</i> | | ✓ | | <ol style="list-style-type: none"> <i>1. receive training from Senior Designers</i> <i>2. shadow Michael in order to become more confident in doing it independently.</i> <p><i>Students can choose one or both action steps.</i></p> | <i>29.09.22</i> | <i>29.03.23</i> |
| <i>Work with copywriters and graphic design manager to produce the final design</i> | | | <i>N/A</i> | | <i>29.09.22</i> | <i>29.03.23</i> |
| <i>Test graphics across various media</i> | | | <i>N/A</i> | | <i>29.09.22</i> | <i>29.03.23</i> |
| <i>Amend designs after feedback</i> | ✓ | | <i>N/A</i> | | <i>29.09.22</i> | <i>29.03.23</i> |
| <i>Ensure final graphics and layouts are visually appealing and on-brand</i> | ✓ | | <i>N/A</i> | | <i>29.09.22</i> | <i>29.03.23</i> |