Employee High Performance Contract

Below are basic instructions for completing your contract.

# High Performance Goals

Use the BIG 3 Planning Form instructions and forms to provide the details you need. If you have completed the forms, make sure you and your supervisor sign them. Those completed forms have the details for the information required on the next page.

# High Performance Values and Behaviors

High-performance goals are clearly measurable, result-oriented activities accomplished during a specific period. Your values and behaviors are often more challenging to measure. They often carry over from year to year. A simple method to measure is a simple survey. Ask random people at work and home to rate your value. Suppose it is integrity. “On a scale of 1 to 5, how would you rate my integrity during the last month?” It would be better to provide anonymity. Give them a paper survey with a sealable envelope that they can give to someone else who holds it until a due date.

Work hard to find a way to measure your improvement.

Behaviors and key values typically include teamwork, trust, open communication, positive attitude, knowledge sharing, personal development, self-governance, humility, integrity, safety, community, accountability, stewardship, and valuing others. The best place to start is with the Core Values of the organization.

# Personal Development Plan

The **Employee Development Plan** template is included with an example in this document. It is also available at <https://gr8resultssystem.com/leadership-resources/> with the completed example.

Summarize the details you have on the template on the Development Plan Summary page. This organization is dedicated to each employee taking the initiative to find ways to manage their career rather than having someone else do it for them.

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# High Performance Goals

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **THERE** Desired metric | **HERE**Current metric | **Due Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# High Performance Values and Behaviors

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **THERE** Desired metric | **HERE**Current metric | **Due Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Development Plan Summary Page

What would you like to see as your next role in the organization?

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| --- |
|  |

When would you like this to happen?

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|  |

What work experience or work assignments would help you achieve your next role?

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| --- |
|  |

In the next 12 months, what training/development would you like to improve your knowledge, skills, and abilities?

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| --- |
|  |

With your supervisor’s support, what precisely will you do to achieve your career objectives?

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| --- |
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|  |  |  |  |
| --- | --- | --- | --- |
| Employee signature:  |  | Date:  |  |
| Supervisor signature:  |  | Date:  |  |

**Employee Development Plan**

*"Take charge of your career development; establish goals and reach beyond them.”*

|  |  |
| --- | --- |
| **Name**:  | **Job Title**:  |
| **Date**:  | **Division**:  |
| **Hire Date**:  | **Start Date** (Current Position):  | **Supervisor**:  |
| **Section I: Future Career Objectives** |
| **Long-Term (4-5+ years):** *Consider technical vs. leadership, job function, assets, location* |  |
| **Mid-Term (2-3 years):** *Consider technical vs. leadership, job function, assets, location* |  |
| **Section II: This Year's Development Objectives (copy to HPC)** |
| **On-the-Job\* (70%): *The most effective development occurs through hands-on application.*** |
|  | ***Objective 1 (minimum)*** |
| **Purpose:** |  |
| **Activity:** |  |
| **By When:** |  |
| **Resources:** |  |
| **Results:** |  |
| **Comments:** |  |
| ***Note:*** *insert additional objectives as appropriate* |
| **Networking\* (20%): *Builds knowledge and skills through collaboration and knowledge sharing.*** |
|  | ***Objective 1 (minimum)*** |
| **Purpose:** |  |
| **Activity:** |  |
| **By When:** |  |
| **Resources:** |  |
| **Results:** |  |
| **Comments:** |  |
| ***Note:*** *insert additional objectives as appropriate* |
| **Training\* (10%): *Provides the fundamental information, practices, and tools to support OTJ learning.*** |
|  | ***Objective 1 (minimum)*** |
| **Purpose:** |  |
| **Activity:** |  |
| **By When:** |  |
| **Resources:** |  |
| **Results:** |  |
| **Comments:** |  |
| ***Note:*** *insert additional objectives as appropriate* |
| **Specific, Measurable, Acceptable, Relevant, Time-bound** |
| **\*Consider** |
| **On-the-Job** | **Networking** | **Training** |
| Job assignments/exposures | Being coached or mentored | Classroom |
| Projects | Coach or mentor others | Workshops |
| Key Experiences | Technology exchanges | Seminars |
|  | Professional societies | E-learning |
|  | Conferences/Symposia | Self-directed research/readings |
|  | Professional volunteering |  |

**Employee Development Plan (Example)**

*"Take charge of your career development; establish goals and reach beyond them.”*

|  |  |
| --- | --- |
| **Name**: Rocky Montane | **Job Title**: Geologist |
| **Date**: 1/15/2019 | **Division**: Best Division |
| **Hire Date**: 3/1/2017 | **Start Date** (Current Position): 2/1/2018 | **Supervisor**: S. Visor |
| Section I: Future Career Objectives |
| **Long-Term (4-5+ years):** Consider technical vs. leadership, job function, assets, location | Develop strong expertise in all our play types, including geological operations, field assessment, and play evaluation. Develop sub-specialty in petrophysics and log analysis. Gain cross-disciplinary exposure to reservoir engineering and geophysics. |
| **Mid-Term (2-3 years):** Consider technical vs. leadership, job function, assets, location | Develop knowledge and experience in play assessment, gas shale geology, and horizontal geosteering operations.2020: Seek a job assignment focused on play assessment2021: Seek a job assignment in shale play. |
| Section II: This Year's Development Objectives (copy to HPC) |
| On-the-Job\* (70%): The most effective development occurs through hands-on application.n |
|  | Objective 1 (minimum) |
| Purpose: | Key Experience: gain field operations experience (well site, mudlogging, geosteering) |
| Activity: | Onsite mudlogging/well-site/geosteering operations on a minimum of 6 wells |
| By When: | 7/1/2019 |
| Resources: | Rig personnel, well-site consultant |
| Results: | Propose one major recommendation to improve geo ops. |
| Comments: | Be on site from base surface to TD |
| **Note:** insert additional objectives as appropriate |
| Networking\* (20%): Builds knowledge and skills through collaboration and knowledge sharing. |
|  | Objective 1 (minimum) |
| Purpose: | Build knowledge and skills needed for OJT assignment through a coaching relationship. |
| Activity: | Actively collaborate with the assigned Team Coach. |
| By When: | Complete on 3/31/2019 (next rotation date is 4/1/2019). |
| Resources: | Assign as Coach. |
| Results: | Establish coaching objectives with a coach and meet all objectives. |
| Comments: | To be added to Coach's HPC |
|  | Objective 2 |
| Purpose: | Learning and knowledge sharing in petrophysics. |
| Activity: | Join SPWLA and attend 8 monthly lunch meetings |
| By When: | 12/31/2019 |
| Resources: | SPWLA |
| Results: | Share learnings with the team. |
| Comments: |  |
| **Note:** insert additional objectives as appropriate |
| Training\* (10%): Provides the fundamental information, practices, and tools to support OTJ learning |
|  | Objective 1 (minimum) |
| Purpose: | Increase competency in petrophysics & log analysis. |
| Activity: | Complete the "Intro to Petrophysics & Log Analysis" class. |
| By When: | Course Date: 4/23-24/2019 |
| Resources: | In-house class |
| Results: | Demonstrate learnings on the job. |
| Comments: |  |
|  | Objective 2 |
| Purpose: | Increase knowledge of geosteering operations |
| Activity: | Complete "Fundamentals of Geosteering" and Advanced Geosteering classes |
| By When: | Course Dates: (Fundamentals); (Advanced) |
| Resources: | In-house class |
| Results: | Demonstrate learning on the job |
| Comments: |  |
| **Note:** insert additional objectives as appropriate |
| Specific, Measurable, Acceptable, Relevant, Time-bound |
| \*Consider |
| On-the-Job | Networking | Training |
| Job assignments/exposures | Being coached or mentored | Classroom |
| Projects | Coach or mentor others | Workshops |
| Key Experiences | Technology exchanges | Seminars |
|  | Professional societies | E-learning |
|  | Conferences/Symposia | Self-directed research/readings |
|  | Professional volunteering |  |
| Job assignments/exposures | Being coached or mentored | Classroom |