



Performance & Development Discussion

Employee's Name:		Job Title:		Location:	
Supervisor's Name:		Review Period - From:	Oct ____ (yr)	To:	Sept ____ (yr)

What am I going to do? This section is expected to be completed and submitted to your supervisor at the **beginning** of the review period.

Blue Chip(s):	What will you accomplish, related to your position, this performance period?
Living AtmoSpirit Goal(s):	How will you live AtmoSpirit and/or improve Atmos Energy's culture?
Development Goal(s):	What action(s) will you take to enhance or expand your knowledge, skills and abilities?

What did I do? This section is expected to be completed and submitted to your supervisor at the **end** of the review period.

Blue Chip Results:	List your accomplishments. Include challenges or obstacles, if any.
Living AtmoSpirit Goal Results:	Describe how you lived AtmoSpirit and/or improved Atmos Energy's culture.
Development Goal Results:	List the action(s) you took to enhance or expand your knowledge, skills and abilities.
Other Results:	List additional accomplishments and/or contributions you made during the review period.

How did I do? This section is expected to be completed, by your supervisor, in support of the review discussion.

Supervisor Comments:	Supervisor: Please provide an assessment of results, including area(s) of excellence and/or opportunities for improvement in the section below	
Consistent Performance: <input type="checkbox"/>	Inconsistent Performance: <input type="checkbox"/>	Unacceptable Performance: <input type="checkbox"/>

I agree that this represents our performance and development discussion.

Employee Signature	Date	Supervisor Signature	Date
Additional employee comments, if any:			



Performance & Development Discussion

The P&DD form and employee/supervisor planning discussions help align personal blue chips and goals to strategic enterprise priorities. The form is intended to be completed and saved on the computer, then printed for the end of year discussion.

WHAT AM I GOING TO DO?

Blue Chip(s)

Blue chips can be thought of as the activities that, when achieved, provide significant results.

Living AtmoSpirit Goal(s)

It's not enough to simply do your job; the expectation is that you live AtmoSpirit and continuously focus on improving our culture. This section should explain in detail, beyond the principle itself, how you will Inspire Trust, Be at Your Best, Bring Out the Best in Others, Make a Difference and/or Focus on the Future.

Development Goal(s)

The AtmoSpirit principle of 'Focus on the Future' is about being prepared, not only for the requirements of your current position, but for the requirements necessary to be fully competent in the future. This section should define action(s) you will take to focus on your personal learning and development.

WHAT DID I DO?

In each results section, it's important to capture whether or not you successfully completed your blue chip or goal. If a blue chip or goal was not met, a summary of related challenges or obstacles should be provided.

Blue Chip Results

List your accomplishments related to the blue chips you set at the beginning of the review period.

Living AtmoSpirit Goal Results

Describe, using specific examples, how you lived AtmoSpirit or improved our



culture, as related to your Living AtmoSpirit Goal(s) established at the beginning of the review period.

Development Goal Results

List the action(s) you took, related to the goal(s) you set at the beginning of the review period.

Other Results

List contributions or accomplishments achieved during the review period, but not established as a blue chip or goal during the review period.

HOW DID I DO?

Supervisor Comments

Supervisors are expected to recognize your accomplishments and

contributions, as well as provide coaching.

Performance Rating

This section establishes whether or not your performance has met your supervisor's expectations, during the review period. The rating definitions are below:

Consistent Performance -

Employee performance meets or exceeds stated expectations and is satisfactory. Demonstrates consistent level of reliability. Employee actively demonstrates AtmoSpirit principles in execution of job duties.

Inconsistent Performance -

Employee performance is inconsistent. Improvements are needed in order to meet expectations. During the review period, the employee demonstrated an inconsistent level of reliability and/or has not consistently demonstrated AtmoSpirit principles.

Performance gaps have been discussed and documented.

Unacceptable Performance -

Employee performance does not meet expectations and requires immediate improvement. Employee does not demonstrate AtmoSpirit principles. Unacceptable performance has been discussed and documented.

Additional employee comments

Completion of this section is optional, but can be used to document information that was not included in the other sections or to respond to supervisor comments.