



CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

**2016-17**

**DEPARTMENT HEAD**

**Strategic Plan**

**and**

**Performance Plan/  
Appraisal Report**

**(Reporting to Commission)**

**DEPARTMENT HEAD IDENTIFICATION INFORMATION**

1. LAST NAME, FIRST NAME, MIDDLE INITIAL	2. JOB CODE NUMBER AND TITLE	3. STATUS: Permanent Exempt (PEX)
4. WORK LOCATION & DIVISION	5. DEPARTMENT	6. REASON FOR REPORT <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Unscheduled
	7. REVIEW PERIOD July 1, 2016-June 30, 2017	

## **I. PERFORMANCE PLAN - GOALS**

In this section, list the key goals you plan to accomplish or achieve within the year. These goals should be SMART – Specific, Measureable, Achievable, Relevant and Time-Framed and linked to the Department’s Strategic Plan.

## II. APPRAISAL REPORT SUMMARY

### COMMENTS REGARDING OVERALL PERFORMANCE

The appraisal report on overall performance should include a consideration of all goals identified in Section I. Performance Plan – Goals and Leadership Competencies (such as collaboration, equity, fiscal management, engagement, etc.). Areas of growth and development for the future should also be included.

Accomplishments:

Areas of Growth/Development:

### III. SIGNATURE PAGE

#### PERFORMANCE PLAN

##### A. Performance Plan - Goals

1. DEPARTMENT HEAD SIGNATURE	3. DATE
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#### APPRAISAL REPORT SUMMARY

##### B. Reviewer

1. REVIEWER SIGNATURE	2. DATE
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##### C. Department Head's Statement

1. DEPARTMENT HEAD SIGNATURE	2. DATE
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### IV. DEPARTMENT STRATEGIC PLAN (attached)

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