

# WCC Member Performance and Development Plan

## Instructions:

**Step 1:** Establish Goals. Due within first month – Submit to SharePoint (IPs will email to [ycf@ecy.wa.gov](mailto:ycf@ecy.wa.gov))

**Step 2:** First review due February or after 3 months of service for reduced term (via SharePoint or IPs email to [ycf@ecy.wa.gov](mailto:ycf@ecy.wa.gov))

**Step 3:** Check-in due in June. Review goals to ensure progress; no formal evaluation due.

**Step 4:** Final Review due during final month of service. Print final packet, sign, and mail to WCC Headquarters.

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## Step 1: Establish Goals. Due within first month

**Name (First and Last Name):**

**Supervisor Name or IP Sponsor:**

**Briefly describe your long-term career goals:**

**Personal Goals: List 3 personal goals that you intend to accomplish this year**

**Professional Goals: List 3 professional goals that you intend to accomplish this year**

**Professional Development: List 2-3 opportunities that you wish to participate in this term.**

*Examples: conference, symposium, job shadows, etc. These may take up to 2 days, with approval. ANY travel arrangements and/or costs incurred are the member's responsibility.*

**Swaps/Exchanges: Which WCC Opportunities are of interest to you (select all that apply)?**

*Note: The WCC encourages crew/IP swaps and exchanges; however, arrangements must be made, with supervisor or IP Sponsor approval, and SHOULD NOT interfere with crew or IP scheduling.*

Other:



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## Step 2: First review due in February (or after 3 months for reduced term members)

### Member Review:

<b>Personal Goals:</b> At the beginning of your term, you specified the following; please indicate your progress	<b>Progress-to-Date</b>
<b>Professional Goals:</b> At the beginning of your term, you specified the following; please indicate your progress	<b>Progress-to-Date</b>
<b>Professional Development:</b> At the beginning of your term, you specified the following; please indicate your progress	<b>Progress-to-Date</b>

**Skills:** List 3 skills you learned or improved upon during this review period

**Training:** List formalized training that you have received from your supervisor or sponsor/host site:

Course Name	Training Provider	Total Hours

### Member Comments:

What is your most significant contribution to your crew or IP host site during this review period?

If you could list one item for self-improvement, what would it be?

**If you could list one item for program improvement, what would it be?**

**What do you plan to do after completing this term in the Washington Conservation Corps?**

### **Supervisor or IP Sponsor Review**

**Supervisor or IP Sponsor rate member on the following:**

Job knowledge (e.g. native plants, installation techniques, etc)	
Accepts responsibility	
Quality of work	
Work output (quantity of work meets timelines)	
Adheres to WCC rules & policies	
Demonstrates commitment to national service	
Shows interest and enthusiasm	
Understands and follows instructions	
Begins assigned tasks promptly	
Uses initiative, seeks opportunities to learn	
Actively engaged in the communities in which they live and work	
Seeks feedback regarding performance	
Accepts feedback/criticism and uses it constructively	
Demonstrates safe operation and maintenance of tools/vehicles	
Dependability (can be relied upon to follow through)	
Analytical/problem-solving skills	
Professional and supportive relationships with co-workers	
Overall Rating for Member	

**Skills: List 3 skills for the member to work on in the coming months**

**Supervisor or IP Sponsor Comments on Member Performance:**



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### Step 3: PDP Check-in

*Tgkgy 'i qcnu'vq"gpumt g'rtqi t guu'ku'dgkpi 'o cf g=pq'ltoto cni'gxcmcwkp'f wq"t'gf wegf 'vgt o 'o go dgt u'f q'pqv'f q'vj ku'wgr -0*

Check this box once check-in has been completed

### Step 4: Final Review due during final month of service

**What is your most significant contribution to your crew or IP host site during this review period?**

#### Member Review:

Personal Goals: At the beginning of your term, you specified the following; please indicate your progress	Progress-to-Date
Professional Goals: At the beginning of your term, you specified the following; please indicate your progress	Progress-to-Date
Professional Development: At the beginning of your term, you specified the following; please indicate your progress	Progress-to-Date

**Skills: List 3 skills you learned or improved upon during this review period**

**Training: List formalized training that you received from you supervisor or sponsor this review period:**

Course Name	Training Provider	Total Hours

**Describe your most significant contribution to your crew or host site/sponsor this review period:**

**Which experience did you gain the MOST from during this service year?**

**What do you plan to do after completing this term in the Washington Conservation Corps?**

**General Member Comments:**

**Supervisor/Sponsor Review:**

**Supervisor or IP Sponsor rate member on the following:**

Job knowledge (e.g. native plants, installation techniques, etc)	
Accepts responsibility	
Quality of work	
Work output (quantity of work meets timelines)	
Adheres to WCC rules & policies	
Demonstrates commitment to national service	
Shows interest and enthusiasm	
Understands and follows instructions	
Begins assigned tasks promptly	
Uses initiative, seeks opportunities to learn	
Actively engaged in the communities in which they live and work	
Seeks feedback regarding performance	
Accepts feedback/criticism and uses it constructively	
Demonstrates safe operation and maintenance of tools/vehicles	
Dependability (can be relied upon to follow through)	
Analytical/problem-solving skills	
Professional and supportive relationships with co-workers	
Overall Rating for Member	

**In the final month, which specific items should the member work on to prepare for life after WCC?**

**Supervisor or IP Sponsor feedback on member performance:**

**Any additional comments (Member or Reviewer):**

**Updated Résumé:**

As part of the end-of-term evaluation, Supervisor/IP Sponsor may request an updated résumé be attached to this final PDP.



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**Signatures:**

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor or IP Sponsor Signature

\_\_\_\_\_  
Date

**WCC Administration:**

WCC Coordinator Reviewed Date: \_\_\_\_\_

Training Details Inputted in Database Date: \_\_\_\_\_