

Weighting of Duties and Goals

Prior to completing the PEDS form, the Employee and Supervisor should discuss weighting

- When assigning a weight to a duty or goal, consider:
 - Impact of the duty or goal
 - Time spent accomplishing the duty or goal
- Each duty and goal must be weighted; the weight MAY be 0%

- Items in both the Essential Duties and Responsibilities Section and Job Goals Section of this form will be weighted on a scale from 0% – 100%
- Weights for all Essential Duties must total 100%, and weights for all Job Goals must total 100%
- The Essential Duties section and the Job Goals section will each receive an overall weight. The total of the two sections must equal 100%

