

# Employee Performance Development Plan Template

Employee: \_\_\_\_\_

Title: \_\_\_\_\_

Agency Code: \_\_\_\_\_ Org Code: \_\_\_\_\_

Position Code: \_\_\_\_\_

Rater: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Appraisal Type: \_\_\_\_\_

Appraisal

Period: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

	What specific workshops, seminars, mentoring, continuing education, etc. is needed?	What specific competencies/skills of the employee will be enhanced by completing the goal?	What specific steps must the employee take to acquire the competency or skill?	Money, Time, Staff, etc.	Start	Complete
<b>Short-Range</b> Critical development needs for present position (1 year)						
<b>Mid-Range</b> Important for						

growth within present or future position (2 years)						
<b>Long-Range</b> Helpful for achieving future career goals (3+ years)						