

Applies to: All OFMD Staff (as applicable)

**GUIDELINES:**

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Issued: December 1, 2016

Revised: N/A

**PURPOSE:**

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To establish guidelines for an employee to complete their performance development plan based upon those development areas identified within their employee appraisal performance, or other document.

**DEFINITIONS:**

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**Performance Development Plan:** A plan created by manager/supervisor for an employee that will be utilized to document the activities, resources, metrics and milestone in support of the employee's professional growth.

**OFMD:** Operations & Facilities Management Department

**PROCESS:**

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Each employee shall complete a Performance Development Plan for themselves to serve as a documented plan, outlining those objectives that will support their development growth within OFMD and the university. The *Performance Development Plan* template can be found on the OFMD website under the Guidelines section: <https://facilities.med.wustl.edu/about/facilities-management-guidelines/>

Once the performance development plan document has been downloaded, please fill out the following information prior to beginning the outline:

1. Employee Name
2. Position/Title
3. Supervisor/Director Name
4. Supervisor/Director Position/Title
5. Date

One (1) comprehensive performance development plan shall be created for each employee. A pre-set letter template has been established to assist in completing this detailed outline, which will identify; the employee's development goals, the activities needed to reach these goals, resources, metrics of performance, supervisor support activities as well as milestones. These are listed in Steps 1 through 7 within the Performance Development Plan template.

1. The employee's most recent appraisal, performance or other defined document shall be used in creating the performance development plan, to ensure alignment of those development areas already identified.
2. Create and document 1-3 development goals. These goals created must be specific, attainable and must be able to be measured. The goals should also have direct impact on your job performance and must align with OFMD's goals and mission.

3. Create and document 2-3 development activities that will assist in obtaining the goals identified. These activities can consist of identifying a mentor, attending training sessions or seminars, obtaining relevant materials, or increasing employee engagement.
4. Identify and document resources that will be required in support of the goals of professional growth. These resources may include training and/or materials that will require funds. These resources may also include people's time or expertise, that may or may not be your supervisor or even within your department.
5. Define and document 2-3 metrics of performance. These metrics should align and support your identified development goals and how you will accomplish them.
6. Identify and document resources or activities needed from your immediate supervisor. These resources can vary from mentoring or personal guidance, to allowing more engagement of leading a meeting or task, or perhaps an introduction to another resource outside of your immediate department.
7. Define and document process 1-3 milestones. Determine a timeline of progress checkpoints in support of achieving your development goals. Identify each of these checkpoints and what developmental activities will be completed or discussed during each time.

The employee will complete the Performance Development Plan and review with their supervisor upon completion. A completed and signed copy of the Performance Development Plan will be given to the employee and a copy will be sent to OFMD HR office to retain within the personnel files.