**PERFORMANCE DEVELOPMENT PLAN**

**To:** EmployeeName

Position/Title

**From:** Supervisor/Director Name

Position/Title

**Subject:** Performance Development Plan

**Date:**

Employee Name,

The purpose of this memorandum is to outline a performance development plan for you. A performance development plan is a positive thing. It means your supervisor wants to invest time and resources into your professional growth.

Step 1: Before beginning the plan, review the sections in the performance appraisal (or other document) where potential development areas have been identified.

Step 2: Document development goals. Write down 1-3 developmental goals related to areas you want to improve or development opportunities you’d like to pursue.

1. *Developmental goal*
2. *Developmental goal*
3. *Developmental goal*

**Development Goal Checklist**

* Is the goal specific?
* Can your success in reaching the development goal be measured?
* Is it realistic and attainable given the timing and resources?
* Will it have a direct impact on your job performance?
* Is it tied to the organization's goals and mission?
* Are the goals listed in order of priority?

Step 3: Define development activities. List 2-3 activities that will help you reach each goal. Be sure to specify how and when you will start and complete each activity.

1. *Developmental goal activity*
2. *Developmental goal activity*
3. *Developmental goal activity*

**Common Development Activities**

* Identify and cultivate a relationship with a mentor/role model.
* Read relevant material.
* Engage in training and education.
* Keep a journal.
* Attend appropriate seminars.
* Take on special job assignments or job rotation.
* Receive coaching from a skilled co-worker.
* Increase customer contact.
* Incorporate activities into ongoing work assignments.

Step 4: Gather resources. List any resources you will need to complete your development activities. Resources may include other people's time or expertise, funds for training materials and activities, or time away from your usual responsibilities.

1. *Resource*
2. *Resource*
3. *Resource*

Step 5: Define metrics of performance. Indicate how you will measure the accomplishment of each developmental goal, using 2-3 different indicators when possible.

1. *Metrics of performance*
2. *Metrics of performance*
3. *Metrics of performance*

Step 6: Consider what you will need from your supervisor. Identify ways in which your supervisor will support your development activities. Supervisor support often includes personal guidance (advice, review of progress) and some type of influence (e.g., introducing you to key people in the company, putting you in charge of the next team meeting, or giving you additional resources).

1. *Supervisor support*
2. *Supervisor support*
3. *Supervisor support*

Step 7: Define process milestones. Describe when and how progress checkpoints will occur (e.g., memos, phone calls, meetings, etc.) and what developmental activities will be completed or discussed at each checkpoint.

1. *Milestone*
2. *Milestone*
3. *Milestone*

Your signature acknowledges that you have read and understand this document.

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Employee Name Date

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Supervisor/Director Name Date

cc: Supervisor/Director

Melissa Hopkins, Assistant Vice Chancellor, Assistant Dean for Operations & Facilities Management

Human Resources

Personnel File