

# Employee Performance Development Plan Template

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

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

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

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

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

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

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

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

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

Appraisal \_\_\_\_\_

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

|                                                                           |                                                                                     |                                                                                            |                                                 |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------|
|                                                                           |                                                                                     |                                                                                            |                                                 |
|                                                                           | 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 employee take to competency |
| <b>Short-Range</b><br>Critical development needs for present              |                                                                                     |                                                                                            |                                                 |
| growth within present or future position (2 years)                        |                                                                                     |                                                                                            |                                                 |
|                                                                           |                                                                                     |                                                                                            |                                                 |
| <b>Long-Range</b><br>Helpful for achieving future career goals (3+ years) |                                                                                     |                                                                                            |                                                 |