

Performance and Professional Development Plan

Assessment Period:



Employee Name _____ **Supervisor** _____

Title & Department _____ **Date** _____

STATUS OF PRIOR YEAR'S GOALS/OBJECTIVES

Comments:

- 1. _____ Completed In Progress Deleted
- 2. _____ Completed In Progress Deleted
- 3. _____ Completed In Progress Deleted

GOALS FOR (DATE)

STEPS TOWARD GOAL FULFILLMENT

1.

2.

3.

Describe how the individual goals support departmental goals.

Comments:

Performance and Professional Development Plan

Assessment Period: _____



Competencies	Standards Met	Standards Exceeded (needs commentary)	Opportunity for Growth (needs commentary)
Check the appropriate box. Responses other than "Standards Met" need commentary.			
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism: Image/Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resource Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning Effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decisiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaborative Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mission Advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University/Community Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Currency of Required Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____