

Savannah State University

Professional Development and Performance Plan

GENERAL INFORMATION	
Employee Name:	Title:
Department:	Supervisor / Evaluator:
Start Date:	End Date:

INSTRUCTIONS
<p>Complete this plan using performance achievement and development information derived from the <i>Performance Evaluation</i> and the <i>Employee Self Evaluation</i> forms. Once completed, use this form to set and define clear goals, action plans, professional development objectives and time frames for completion. Based on the interchange of information during the performance review, the supervisor and employee should jointly plan activities to enhance performance and employee development or to correct skill deficiencies. Supervisors should keep a copy of this plan, and give additional copies to the employee and Human Resources (attach additional comments on a separate sheet of paper if necessary).</p>

Project Objectives – List any specific future assignments or projects the employee may be involved in or manage. Be sure to also outline the scope of this assignment/project, any resources the employee may need to complete it, in addition to the time frame for completion and desired result.		
Project/Assignment	Resources Needed	Achievement Target Date and Desired Result
1.		
2.		
3.		
4.		

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Performance Objectives – List three to four task-oriented developmental performance goals derived from the *Performance Evaluation* and the *Employee Self Evaluation* that the employee has agreed to accomplish. Beside each goal list how that goal is applicable to the job in addition to the time frame for achievement.

Goal	How Goal Relates to Job	Achievement Target Date
1.		
2.		
3.		
4.		

Training and Career Development – List any goals related to degrees, licenses or certification, task mastery, classes, seminars, workshops, or any other training/development objectives that will aid in the professional development of the employee and help to close skill gaps. Beside each training and/or career development goal list how that goal is applicable to the employee’s professional development in addition to the time frame for achievement.

Development/Training Activity	How Goal Relates to Job	Achievement Target Date
1.		
2.		
3.		

The employee and supervisor should have periodic follow up meetings to assess progress, especially on performance objectives. This first meeting is planned for _____ / _____ / _____

Employee's Signature: _____ **Evaluator's Signature:** _____

Date: _____ **Date:** _____