

Employee Development Plan

After reviewing the employee's self-appraisal, supervisory report, and team feedback, the employee and interviewer should decide on appropriate goals for professional and/or spiritual development. When this plan is part of a yearly evaluation, A & B should be short term objectives (3-6 months) while C & D should cover the entire year. When this plan is the result of disciplinary action, any goals should be planned for and assessed within 90 days of the action.

List Plans	Follow-up Date to Responsibility	Complete

Signed:

Employee

Interviewer

Date: _____

Your signature represents that you have read the information listed above; it does not indicate approval or agreement.

1. Progress Noted
2. Adjustment of Goals