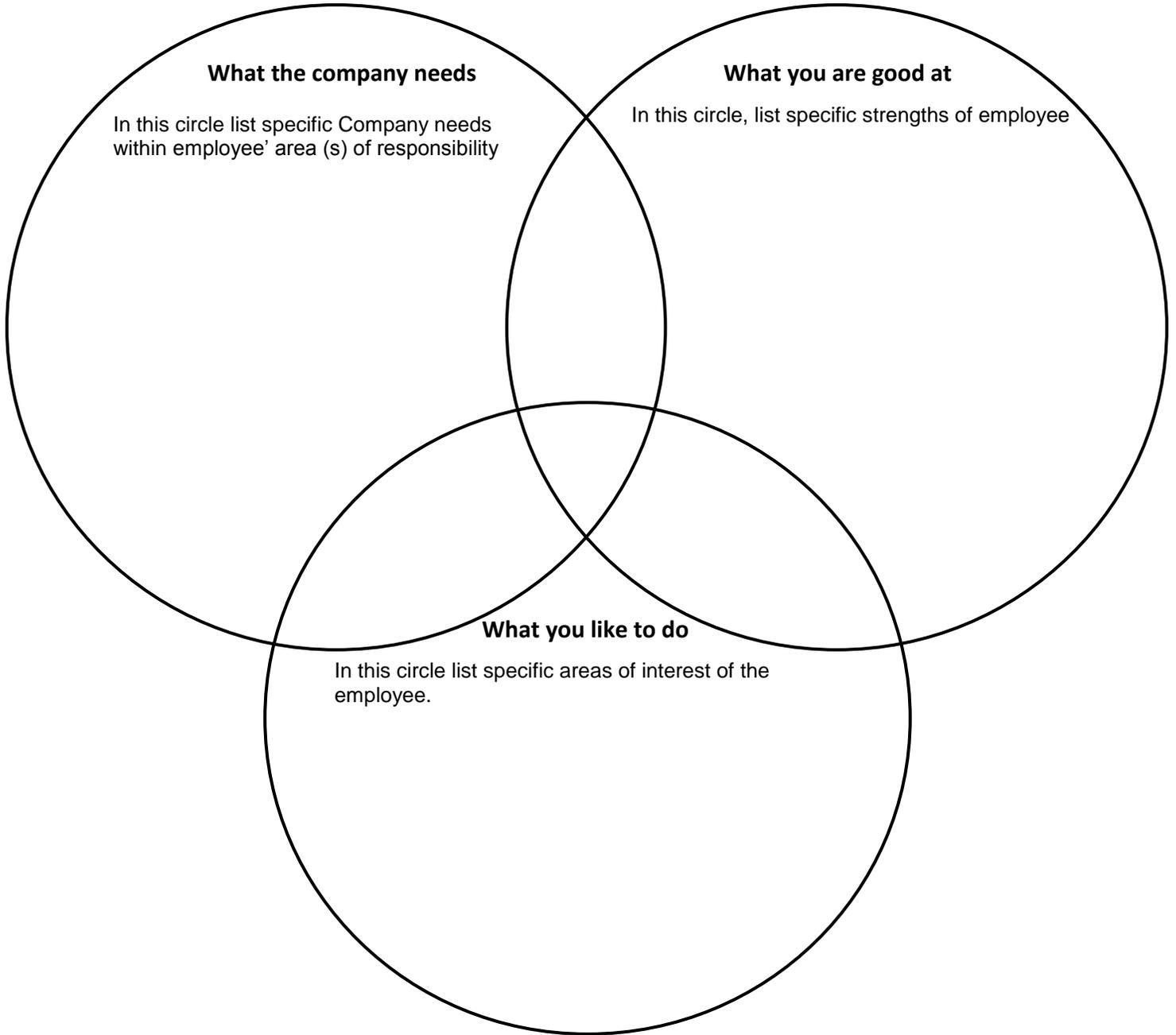


Employee Development Plan

Three Circles

Complete the information within the three circles below in preparation for your discussion about employee performance and goals.

Name	
Title	
Salary Grade	
Office/Dept	
Supervisor	
Review Period	From: _____ To: _____



Strengths and Opportunity area

Describe the employee's strengths and opportunity areas. Be as specific as possible, including examples.

Strength Areas

Opportunity Areas

Employee Development Plan

Looking Back – Goals and Accomplishments Against Goals

Summarize performance and progress made on goals/metrics established in the beginning of the review period.

Review Period Goals	Accomplishments Against Goals
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Looking Ahead - Goals for Next Review Period

List 5-6 high-impact goals to be achieved in the upcoming review period. Link each goal to one or more of the company's strategic priorities

Goals and Measures	This links to which of the company's strategic priorities?	Completion Date
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Succession Planning

Identify with the employee at least one successor for his/her position, evaluate readiness of each person, and list actions that will be taken to

Successor	Readiness (check one)	Action Plan
	<input type="checkbox"/> Ready now <input type="checkbox"/> Ready in 6 months <input type="checkbox"/> Ready in 1 year or more	
	<input type="checkbox"/> Ready now <input type="checkbox"/> Ready in 6 months <input type="checkbox"/> Ready in 1 year or more	
	<input type="checkbox"/> Ready now <input type="checkbox"/> Ready in 6 months <input type="checkbox"/> Ready in 1 year or more	