

Instructions for use of Employee Development Plan and Check-in Form

DHS and OHA value consistent feedback to employees that allow them to know what's expected of them to achieve results, how well they are doing, and suggestions for improvement. Performance Feedback is a time to discuss career goals with employees, from becoming expert in their current position to considering longer term career interests and activities that support career development.

1. The DHS and OHA performance feedback model requires:
 - a) Regular informal performance feedback sessions for all non-institution staff; where possible, monthly sessions are best practice.
 - b) An annual performance feedback session to mutually develop and update Employee Development Plans (EDP) for all non-institution staff.
 - c) Managers to keep positions descriptions and employee records current.
 - d) DHS and OHA institutions may have different performance feedback processes and documentation requirements in place for OSH campuses, Blue Mountain Recovery Center and the State Operated Community Program. Please check with HR to determine which form to use.
2. An employee development plan, identifying career interests and development activities, can be created at any time, and usually updated on a periodic basis, often with performance feedback for annual or trial service periods.
 - Develop an employee development plan mutually with the employee
 - List goals for successful performance in their current position.
 - List goals for future professional development.
 - Include current performance expectations.
 - Include elements of the leadership model, as appropriate.
 - Establish time frames for periodic reviews (recommend monthly).
3. If your department, division, section or your own manager has an employee development plan and check-in form, or an individual development plan that you are expected to use, then please find that and use it. If there is no expectation for a specific form for you to use, then this universal employee development plan and check-in form can be used.
4. If you use this form, it can be customized to meet the needs of your situation: add space to incorporate all that you want to include in this plan; change the wording; make this form work for you and your employee as you see fit.
5. Give a copy of the employee development plan to your employee and retain a copy in your supervisory file. Use the check-in part of the form to record your periodic performance feedback conversations.