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| Affiliate ID: |  | | | | | Last evaluation date: | |  | | | | | | | | PDP dates start - close: |  | |
| Employee name: | | |  | | | | | | | Position title: | | | |  | | | | |
| Supervisor: | |  | | | | | | | | Department: | | |  | | | | | |
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| **Instructions:**  The Performance Development Plan is an employee development tool that should be designed as a collaborative effort between the employee and supervisor. It should be based on the strengths and opportunities noted in the performance evaluation, as well as career goals the employee has discussed with their supervisor. Objectives tied to the performance evaluation strengths and opportunities should be completed within the same timeframe as the evaluation period. All ASU staff are encouraged to complete a development plan. | | | |
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| **GOALS** | **Performance Development Plan** | | |
| **Where do you see yourself short term - 1 - 2 years?** |  | |
| **Where do you see yourself long term - 3 - 5 years?** |  | |
| **What are you doing to achieve your goals?** |  | |
| **How can your leader assist you in achieving your goals?** | |  |

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| **Objective #1** | | | | | | | | |
| **Objective:** |  | | | | | | | |
| **Purpose-reason for identifying objective -what is this objective tied to?** | | | |  | | | | |
| **Timeline for completion:** | |  | | | | | | |
| **How will I achieve this objective:** | | |  | | | | | |
| **Completed action:** | | | | | | | | |
| **Action(s) - Project(s) - Task(s):** | | | | | **Objective measurement(s)-metric(s):** | **Projected completion date:** | **Completed?** | |
|  | | | | |  |  |  | **Yes** |

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| **Objective #2** | | | | | | | | |
| **Objective:** |  | | | | | | | |
| **Purpose-Reason for identifying objective -what is this objective tied to?** | | | |  | | | | |
| **Timeline for completion:** | |  | | | | | | |
| **How will I achieve this objective?** | | |  | | | | | |
| **Completed action:** | | | | | | | | |
| **Action(s) - project(s)- task(s):** | | | | | **Objective measurement(s)-metric(s):** | **Projected completion date:** | **Completed?** | |
|  | | | | |  |  |  | **Yes** |

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| **Objective #3** | | | | | | | | |
| **Objective:** |  | | | | | | | |
| **Purpose-reason for identifying objective:** | | | |  | | | | |
| **Timeline for completion:** | |  | | | | | | |
| **Options for achieving objective:** | | |  | | | | | |
| **Completed action:** | | | | | | | | |
| **Action(s) - project(s) - task(s):** | | | | | **Objective measurement(s)-metric(s):** | **Projected completion date:** | **Completed?** | |
|  | | | | |  |  |  | **Yes** |

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| **Signatures** | |
| **PDP establishment:** | The Performance Development Plan has been reviewed and discussed. Interim discussions will be held on an as needed basis to ensure that you are receiving sufficient feedback, and have the resources necessary to complete the assigned objectives. |
| |  |  |  |  | | --- | --- | --- | --- | | Employee signature: |  | Date: |  | | Supervisor signature: |  | Date: |  | | |