**Savannah State University**

**Professional Development and Performance Plan**

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| **GENERAL INFORMATION** | | | | | |
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| **Employee Name:** | |  | **Title:** |  | |
|  | | |  | | |
| **Department:** |  | | **Supervisor / Evaluator:** | |  |
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| **INSTRUCTIONS** |
| Complete this plan using performance achievement and development information derived from the *Performance Evaluation* and the *Employee Self Evaluation* 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). |

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| **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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| **Project 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. |  |  |

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| --- | --- | --- |
| **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. |  |  |

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| 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(I have reviewed and discussed this plan with my supervisor)