Plan Performance Year \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee’s Name | Position Title/Grade | Office Phone | Office Fax | Email Address |
| Current Supervisor’s Name | Supervisor’s Title | Office Phone | Office Fax | Email Address |
| Goals for Successful Performance in Current Position | Short-term Career Goals (2-3 years) | Long-term Career Goals (3+ years) | | |
| Developmental Objectives: What do you need to do this year to work towards your goals? | Developmental Activities (training, assignments, projects, details, etc.,) | Proposed Dates | Estimated Costs | Date Completed |
| Notes: | | Employee’s Signature/Date | | |
| Supervisor’s Signature/Date | | |