

2008/2009

Employee Performance and Development Plan

Employee Name:		Position:	
Supervisor Name:			
Period From/To:		Work Unit:	

Library Goals <i>(related to your work)</i>

Key Work Goals <small>(top 3 to 8)</small> <i>(What you will do – goals and actions)</i>	Performance Measures <i>(What success will look like)</i>	Results Achieved <i>(Mid and year end results)</i>

Key Competencies <i>(How you will do it – behaviours key to success)</i>	Actions <i>(How you will demonstrate this)</i>	Results Achieved <i>(Mid and year end results)</i>

Personal Learning Plan <i>(What you will learn and develop)</i>	Actions <i>(How you will do this)</i>	Results Achieved <i>(Mid and year end results)</i>

Personal/Professional Development <i>(What you have done to develop skills)</i>	Actions <i>(How you will do this)</i>	Results Achieved <i>(Mid and year end results)</i>

Supervisor Comments	Employee Comments (optional)

Employee Signature:		Date:	
Supervisor Signature:		Date:	