

Employee Performance and Development Plan

<b>Employee Name:</b>		<b>Position:</b>	
<b>Supervisor Name:</b>			
<b>Period From/To:</b>		<b>Work Unit:</b>	

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

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

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

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

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

<b>Supervisor Comments</b>	<b>Employee Comments (optional)</b>

<b>Employee Signature:</b>		<b>Date:</b>	
<b>Supervisor Signature:</b>		<b>Date:</b>	