

Performance Development Action Plan

The Performance Development Action Plan should be used by the staff member and supervisor to collaboratively design and assess the ongoing development of the staff member's skills, knowledge and abilities by outlining a plan of action for continuing performance development. The action plan should be completed following the annual performance review and should become a part of the review process in the subsequent year.

An action plan should be completed for each key result area in which it is determined that improvement is needed. In addition, the staff member and supervisor may agree on other areas in which an action plan is desirable to achieve future growth. Areas which may be addressed are development or improvement in current job responsibilities, strengths upon which to build for future advancement, or development of new skills to serve the university beyond current job responsibilities.

Performance Development Action Plan

Staff Member's Name _____ Date _____

Plan Period From: _____ To: _____

Objectives	Action Plan Steps	Expected Outcomes	Date for Review

Employee _____ Date _____ Supervisor's Signature _____ Date _____