

TEMPLATE: Staff Performance Development Process Plan

From the Canadian Clay & Glass Gallery and is used as a follow-up to the annual review.

Name:		Team Leader:						
Business Unit:		Location:						
First review 1 <input type="checkbox"/> date:		Semi-annual meeting 2 <input type="checkbox"/> date:						
Objectives	Actions (include resources/supports)	Timeline (Start/End)	0	1	2	3	4	
Position Essential (Business Plan Objectives, Technical Requirements, Skills, Major Job Duties, Tasks or Functions of the Position). 1. 2. 3. 4. 5.								
Personal Development 1. 2.								

Key: 0 – Unsatisfactory Performance, 1 – Needs Improvement, 2 – Meets Expectations, 3 – Above Expectations, 4 – Role Model

Where do you see yourself in the future?

What are you doing to achieve your goals?

What could the corporation be doing to assist?

Agreed To By: Staff Member Signature _____ on (d/m/y) _____

Supervisor/Director Signature _____ on (d/m/y) _____