

Performance and Development Plan

Employee Name:		Date:	
Position:		Department:	
Appraised by:		Date Started:	

Performance Plan

<u>Major Responsibilities</u> <u>Goals</u>	<u>Evaluation of Goal Achievement</u>
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Area of Responsibility:

Performance Goal:

Area of Responsibility:

Performance Goal:

Area of Responsibility:

Performance Goal:

Performance Plan

Development Goal/s	Development Activities	Due Date	Status	Comments
1.				
2.				
3.				

Overall Comments

Manager's Comments

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Employee's Comments

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Sign off

Planning		Review	
Employee Signature:	Date	Employee Signature	Date:
Manager Signature	Date	Manager Signature	Date: