PERFORMANCE DEVELOPMENT PLAN

Employee Name:	**Employee Job Title:**
Supervisor Name:	**Supervisor Job Title:**
Department:	**Current date:**

The Performance Development Plan is a tool to assist an employee and a supervisor during the performance period. Its purpose is to help both parties outline job needs and success expectations, helping to ensure success and appropriate job/person fit.

To develop the Performance Development Plan, you will identify:

1. The ***"Employee's Key Task Assignments"****:* These key tasks are identified via careful review of the job to be accomplished. These are tasks that the employee must master in order to be successful in the position. Key Task Assignments generally number between 3-5, but should not exceed 7.

2. Next, you will outline the ***"Performance Plan"****:* The plan will address the performance expectations around the Key Task Assignments, and will detail the training and support that will be provided to the employee during the performance period.

3. ***"Success Criteria"****:* Success criteria describe how successful performance will be measured, or how the supervisor will evaluate successful work completion.

4. ***"Timeframe"****:* The timeframe indicates the supervisor's expectations for when certain Key Task Assignments will be demonstrated on the job**.**

If you need assistance, please contact Organization Development & Learning at 885-9161. Thank you.

Organization Development & Learning
University of Idaho

1. **Key Task Assignment:**

Performance Plan:

Success Criteria:

Timeframe:

2. **Key Task Assignment:**

Performance Plan:

Success Criteria:

Timeframe:

3. **Key Task Assignment:**

Performance Plan:

Success Criteria:

Timeframe:

4. Key Task Assignment:

Performance Plan:

Success Criteria:

Timeframe:

5. Key Task Assignment:

Performance Plan:

Success Criteria:

Timeframe:

6. Key Task Assignment:

Performance Plan:

Success Criteria:

Timeframe:

Additional Key Expectations for Successful Performance:
These Key Expectations may include such things as “attention to detail,” “punctuality,” “creative problem solving,” “self-starting,” etc. While these may be expectations in *any* position, they are considered to be especially critical parts of this particular position and must be demonstrated for success.

Next Steps:
Ongoing performance communication and review is critical to success. Planned periodic reviews are scheduled for the following dates:

Review date: _____

Review date: _____

Review date: _____

Documentation of problems in performance is to be made in writing. These must be shared with the supervisor’s manager and with the employee. Remedial actions to address performance issues are to be made immediately.

Supervisor’s Signature: **Date:**

Employee’s Signature: **Date:**

Manager’s Signature: **Date:**
(If required)