

Kansas State University Employee Performance Review System

Professional Development and Growth Plan (PER-49)

Introduction

The Employee Performance Review System includes four components (forms). The Employee Performance Review (PER-47) is the only required component. Optional components are: Employee's Annual Report of Activities (PER-48), **Professional Development and Growth Plan (PER-49)** and Performance on Goals and Projects (PER-50). Optional components are selected by the supervisor and the employee based on which are best suited to the position. All forms are available on line at: <http://www.ksu.edu/hr/forms/index.html>

The supervisor and the employee have the flexibility to use only the Employee Performance Review (PER-47) or any of the optional components in conjunction with the Employee Performance Review (PER-47). They are encouraged to be creative in tailoring the Employee Performance Review System to reflect their particular needs. The Employee Performance Review System can be as simple as one component or as sophisticated as four components.

Completing the Professional Development and Growth Plan (PER-49)

The Professional Development and Growth Plan component is optional. This form is used to establish a professional growth plan for the employee by listing and briefly describing performance objectives for the upcoming review period. The employee and the supervisor sign and date the form when the professional development and growth plan is established.

Name, Employee ID, Department, Job Title, Performance Review Period

Complete the top portion of the form (i.e., Name, Employee ID, etc.). This information may be found on the Employee Performance Review (PER-47). If you need additional assistance, contact your department personnel specialist.

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Performance Objectives

List and briefly describe performance objectives for the upcoming review period. A performance objective should be written so that both parties understand its meaning and will know whether progress has been made or whether objective has been reached. A performance objective describes the specific areas in which the employee needs to focus and describes the specific actions that will be taken by the supervisor and/or the employee to develop and strengthen these areas, any training required, and the deadline for reaching the performance objective.

Performance Objectives	Performance Improvement Areas/Specific Development Strategies
<p><u>Example:</u> Be able to properly prepare personnel transactions for all types of employees by <u>MM/DD/YY</u>.</p>	<p><u>Example:</u> Attend personnel transaction training and become familiar with related chapters in the KSU Policies and Procedure Manual. Become familiar with HR web pages regarding these transactions.</p>
<p><u>Example:</u> Be prepared to operate and maintain mowing equipment by <u>MM/DD/YY</u>.</p>	<p><u>Example:</u> Become familiar with mowing equipment manual(s) and attend small engine maintenance and repair workshop.</p>

Employee Signature/Date - Supervisor Signature/Date

The employee and the supervisor sign and date the form when the professional development and growth plan (performance objective) is established.

Attach the Employee Performance Review, PER-47, when submitted to the Division of Human Resources.