

Kansas State University
Employee Performance Review
Professional Development and Growth Plan
(Optional)

Employee Name: _____ **Employee ID:** _____
(Last, First, MI)

Department Name: _____ **Job Title:** _____

Performance Review Period From: _____ **to** _____

This form is used to establish a professional growth plan for the individual. Using the space provided, list and briefly describe performance objectives for the upcoming evaluation review period. Next to these objectives, list any areas of performance, including those associated with goals or special assignments, that the employee and supervisor agree need to be further developed. Also include aspects of behavior that could be enhanced. Associated with this list, mention any courses, seminars, or other ways that this employee develops skills. Achieving these objectives should enhance the individual's knowledge, skills, experience, and professional capability in a way that improves job performance, now and in the future.

Performance Objectives	Performance Improvement Areas/ Specific Development Strategies

Acknowledgement of Professional Development and Growth Plan: *(At the beginning of the review period)*

Employee _____ Date _____

Supervisor _____ Date _____

(This form is optional. If completed, attach to Employee Performance Review, PER-47 when submitted to the Division of Human Resources.)