



TVFHT Performance Development Plan

Name of Employee: _____

During the meeting, the employee and their supervisor together will create a development plan based on the areas for growth and development identified in the various components of the review. A maximum of 4 goals/objectives should be identified, and certainly part-time employees will want to choose fewer. It is the employee's responsibility to work to this plan, track progress against the plan, and initiate discussions with their supervisor if circumstances require a change to plan, or advice and assistance is needed.

Goal/Objective/Area for Development	Action Plan	Tools/Resources needed to support success (i.e. time, money, mentor etc.)	Date to be achieved by:	What does success look like?

We agree that the above performance development plan represents fair and appropriate goals for the next 12-24 months.

Employee's signature

date

Supervisor's signature

date

