

To be Completed by Employee
Self-feedback and Development Planning Worksheet

The Self-feedback and Development Planning Worksheet provides an opportunity for a self review of performance, objectives planning and review, and suggestions for training and learning opportunities that would benefit job development and performance improvement. Please return this form to your supervisor prior to your performance review meeting.

1. Describe your key performance strengths and contributions for the current review period.

2. Describe areas that you feel you could strengthen or improve your performance.

3. Provide a couple of suggestions for Performance Development Objectives to work toward during the next review period. Objectives should be specific, time dated, and focused on opportunities for performance improvement by either building on strengths and/or developing areas needing improvement.

4. Please suggest a couple training and learning opportunities. Training and learning opportunities are also mutually determined by employee and supervisor and are informal and/or formal training and learning experiences that will facilitate the refinement and/or development of job related skills and knowledge.

To Be Completed by Supervisor
PERFORMANCE DEVELOPMENT OBJECTIVES PROGRESS

Describe the employee's accomplishments toward the objectives set at the last performance review. Discuss performance strengths and areas for further improvement relative to each objective.

1. _____

2. _____

PERFORMANCE DEVELOPMENT OBJECTIVES – NEXT REVIEW PERIOD

Please describe two objectives agreed to for the next review period. Objectives should be specific and focused on performance improvement and completion of job responsibilities.

1. _____

2. _____

TRAINING AND LEARNING OPPORTUNITIES – NEXT REVIEW PERIOD

Training and learning opportunities are also mutually determined by employee and supervisor and are informal and/or formal training and learning experiences that will facilitate the refinement and/or development of job related skills and knowledge. They can be special assignments, new projects/tasks, job rotation, training class, etc...

1. _____

2. _____

Supervisor/Manager Signature

Date

Employee Signature

Date