Employee Development Plan (EDP) Form

Name:

Date:

Valid Through (two years from current date):

Instructions

Fill out the form electronically and email it to your supervisor for review. Goal descriptions can be as long or short as needed to describe your plan; add additional pages if needed.

1. Meet with your supervisor to discuss the details of your EDP and ask them to electronically add their comments.
2. Both you and your supervisor should sign the form by typing your names in the Signature block and maintain an electronic copy.
3. Prior to registering for any classes, complete a Request for Training Release Time and/or Funding Form. Once your supervisor has approved your request, register for the class and then give the form to your supervisor who will instruct you as to next steps.

Section A: Long-Term Career Goal

Looking at your long-term future, what are your aspirations? Consider all areas of growth and learning, including improvements to customer service, work processes, collaboration and communications with others, and technical expertise.

Section B: Short-Term Goals and Action Plans

What specific goals would you like to accomplish in the next 3-12 months?

Consider goals in all areas, including improving customer service, collaboration and communication skills, and technical skills. What skills/knowledge do you need to accomplish these short-term goals? What specific steps will you take to achieve the goal, and when will you complete these steps? Include how you will use the skills and knowledge in your current position or to move toward your long-term goal.

First Goal:

Second Goal:

Section C: Relevancy of Your Goals

How do your development plan and goals fit with the needs of your department?

Section D: Leader Comments

Please leave the following areas blank so your supervisor can fill them out after your EDP conversation with him or her.

Comments about EDP:

What else to consider for future EDPs:

Signatures

_____	_____
*Employee Name**	*Supervisor Name**
_____	_____
Date	*Date*

**Typing your name will serve as your e-signature.*