

# TOOLKIT RESOURCE #16

## Individual Development Plan Template

### PERFORMANCE REVIEW PLAN

Name of Employee \_\_\_\_\_ Position \_\_\_\_\_

Manager \_\_\_\_\_ Date \_\_\_\_\_

Individual Strategic Goals	Actions and Steps Required	Resources Required	Required Completion Date	Actually Completion Date	Measures & Results

### INITIAL REVIEW OF GOALS

Name of Employee \_\_\_\_\_ Position \_\_\_\_\_

Manager \_\_\_\_\_ Date \_\_\_\_\_

### 6 MONTH REVIEW OF GOALS

Name of Employee \_\_\_\_\_ Position \_\_\_\_\_

Manager \_\_\_\_\_ Date \_\_\_\_\_

### 12 MONTH REVIEW OF GOALS

Name of Employee \_\_\_\_\_ Position \_\_\_\_\_

Manager \_\_\_\_\_ Date \_\_\_\_\_