



PS-39
PROFESSIONAL DEVELOPMENT GOALS FOR THE COMING YEAR

1 _____
2 _____

Section IV - Objectives and Future Plans: Make notes concerning the employee's performance plan for next year. The ideas will serve as the basis, in part, for the objectives you and the employee will develop for the coming year. Here are some important questions to keep in mind when setting objectives: How satisfied are you with the quality of work produced? Are there ways the employee could do the work that would decrease the current rate of mistakes, better meet deadlines, improve the quality of the work, increase customer satisfaction with the work? In terms of technology, what does the employee need now, what will he or she need in the future? What can the employee do to reduce costs, serve the client better, improve productivity or quality?

Supervisor: Thinking through your discussion with the employee concerning her or his job responsibilities, contributions, obstacles to effective performance, and the needs of the department, list below the performance objectives for the coming year. You and the employee should spend enough time discussing these objectives to assure they are realistic and in line with other goals of your department.

FUTURE PERFORMANCE OBJECTIVES

1 _____
2 _____
3 _____

Supervisor's Comments:

SIGNATURES

Print Employee Name

Employee Signature

Date

Immediate Supervisor / Title

Date

The immediate supervisor must complete this form for the new promoted employee. Return the form to Debbie Francis, HR Specialist, 235 Thomas Boyd Hall within 30 days of the promotion.

