

# WORK PERFORMANCE AND DEVELOPMENT PLAN FORM

Staff member's Name: \_\_\_\_\_ Position Title: \_\_\_\_\_ Payroll No: - / / / / /

For the 12 months period from \_\_\_\_\_ to \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

**SECTION A: WORK DEVELOPMENT PLAN** *(To be completed together by the supervisor and the staff member each 12 months and reviewed every 6 months)*

<b>Projects/Tasks</b> <i>(list things you have to do in the next 12 months period)</i>	<b>Performance Indicators</b> <i>(describe what measures will be used to assess work performance)</i>	<b>Target date</b> <i>(if applicable put in the finishing date)</i>	<b>Identified training needs</b> <i>(list the training that you need to do your job better)</i>	<b>Staff member's Comment</b>
1.				
2.				
3.				
4.				
5.				

**Assessment & Comments of Supervisor on work outputs and training needs of the officer:** \_\_\_\_\_

\_\_\_\_\_

**Name of Officer:** \_\_\_\_\_ **Name of Supervisor:** \_\_\_\_\_

**Signature of Officer:** \_\_\_\_\_ **Signature of Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION B: WORK PERFORMANCE**

*(Table to be completed separately by the staff member and Supervisor at the end of the 12 month period by placing ticks in the appropriate boxes to indicate the level of performance against the agreed performance indicators for each project task and comments in the space provided)*

PROJECT TASKS (same tasks identified in Part A of this form)	PERFROMANCE INDICATORS (same indicators identified in Part A of this form)	UNSATISFACTORY		SATISFACTORY		VERY SATISFACTORY		EXCELLENT	
		Officer	Supervisor	Officer	Supervisor	Officer	Supervisor	Officer	Supervisor
1.									
2.									
3.									
4.									
5.									

Comments of Staff member: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Comments of Supervisor on work performance of staff member: \_\_\_\_\_  
 \_\_\_\_\_

Name of Staff member: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Signature of the Staff member: \_\_\_\_\_

Signature of the Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

