

KENT STATE UNIVERSITY-CLASSIFIED EMPLOYEE DEVELOPMENT PLAN

EMPLOYEE _____

SUPERVISOR _____

This is a worksheet to prepare for the online evaluation. Please DO NOT send this worksheet to HR Records.

The employee development plan provides a context for supervisors and employees to engage in planning and goal-setting at a personal level. The annual evaluation meeting is a time to review current and future departmental needs, the employee's current competencies and interests, and identify opportunities that promote individual and departmental success. Some examples of ways in which a development plan can add value to the supervisor-employee relationship are listed below:

- In some areas, new technology or new work processes require new skills and knowledge. The planning process can help to clarify what skills are needed and how they can be learned. It also provides a context to discuss the impact of change on the workplace and on people and to identify ways to make change with less disruption to daily work life through reasonable expectations and mutual commitment to common goals.
- In the recent Internal Planning Conference conducted by the executive officers, we identified a university-wide initiative to create a "culture of caring," with particular focus on those departments that provide direct service and support to students. The employee development plan provides an opportunity to collaborate with staff members in building interpersonal skills and a customer service orientation.
- Some employees would like to develop a skill or competency, either for career advancement or for personal interest. The employee development plan can be the means for identifying learning opportunities that also meet a departmental goal.

1. **Employee Development Plan**
 You are encouraged to work with each employee to identify an Employee Development Plan that is focused on future department needs and/or employee personal or professional goals. The questions in this section will help you identify which resources are appropriate for this employee.

	Yes	No
A. The needs of this job are changing and the employee must acquire new or additional skills/competencies to be successful in the future.		
B. The employee would like to develop skills for personal and professional goals.		

2. **Employee Development Plan: Skill/Competency Needed**
 Indicate the competency area(s) for development.

	Yes	No
A. Basic skills (writing, general communication, mathematics).		
B. Interpersonal Skills (teamwork, customer service, etc.)		
C. Desktop Computing Skills		
D. Supervisory Skills		
E. Other Skills		

3. **Employee Development Plan: Personal/Professional Goals**

A. Basic Skills (Check all that apply).	Yes	No
Basic writing skills		
Verbal and non-verbal communication		
Basic mathematics		
Other		
If you selected "Other" in the previous question, please enter description.		
B. Interpersonal Skills (Check all that apply) **Indicates current HRD offering	Yes	No
Teamwork		
Developing a positive attitude		
Dealing with conflict		
**Fundamentals of customer service		