

## 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.

<b>1.</b>	<b><i>Employee Development Plan</i></b>		
	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
	<b>A.</b>	<b>The needs of this job are changing and the employee must acquire new or additional skills/competencies to be successful in the future.</b>	
	<b>B.</b>	<b>The employee would like to develop skills for personal and professional goals.</b>	

<b>2.</b>	<b><i>Employee Development Plan: Skill/Competency Needed</i></b>		
	Indicate the competency area(s) for development.		
		Yes	No
	<b>A.</b>	<b>Basic skills (writing, general communication, mathematics).</b>	
	<b>B.</b>	<b>Interpersonal Skills (teamwork, customer service, etc.)</b>	
	<b>C.</b>	<b>Desktop Computing Skills</b>	
	<b>D.</b>	<b>Supervisory Skills</b>	
	<b>E.</b>	<b>Other Skills</b>	

<b>3.</b>	<b><i>Employee Development Plan: Personal/Professional Goals</i></b>		
	<b>A.</b>	<b>Basic Skills (Check all that apply).</b>	
		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>B.</b>	<b>Interpersonal Skills (Check all that apply) **Indicates current HRD offering</b>	
		Yes	No
		Teamwork	
		Developing a positive attitude	
		Dealing with conflict	
		**Fundamentals of customer service	

Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_

<b>C. Desktop Computing Skills (Check all that apply) **Indicates current HRD offering</b>			
	**Microsoft Word -- Basic		**Microsoft Excel -- Basic
	**Microsoft Word -- Intermediate		**Microsoft Excel -- Intermediate
	**Microsoft Word -- Advanced		**Microsoft Excel -- Advanced
	**Microsoft Access -- Basic		**Microsoft PowerPoint -- Basic
	**Microsoft Access -- Intermediate		**Microsoft PowerPoint -- Intermediate
	**Microsoft Access -- Advanced		**Microsoft PowerPoint -- Advanced
	Microsoft Outlook Exchange		Basic Computer Literacy
	Banner		Other:
If you selected "Other" in the previous section, please enter description.			

<b>4. Employee Development Plan: Skill/Competency Needed</b>			
<b>A. Fundamentals of Supervision (Check all that apply) **Indicates current HRD offering</b>			
	**Essentials of Supervision		**Interpersonal Communication for Supervisors
	**Employment Law and Harassment Prevention		**Employee Staffing and Interviewing
	**Planning and Decision Making		**Supervising Successful Performance
<b>B. Management Development Curriculum (Check all that apply) **Indicates current HRD offering</b>			
	**Behavioral Strategies for Managing Self		**Workplace Ethics Online Training
	**Behavioral Strategies for Managing Others		**Preventing Harassment on Campus Online Training
	**Behavioral Strategies for Managing the Job		**Bullying in the Workplace-Manager Version Online Training
	**Behavioral Strategies for Managing Performance		**Family Medical Leave Act Online Training
	**Establish Unit and Departmental Goals		
<b>C. Other General Competencies (Check all that apply) **Indicates current HRD offering</b>			
	**Budgeting and Financial Management Workshop		
	Other		
If you selected "Other" in the previous section, please enter description.			

<b>5. Employee Development Plan: Personal/Professional Goals</b>	
--	--

<b>A.</b>	<b>Identify the personal and/or professional goal for acquiring the identified competency or competencies.</b>
-----------	--

<b>B.</b>	<b>Identify action steps for acquiring this competency. Indicate who is responsible for completing each step and the timeline for completion.</b>
-----------	---

<b>C.</b>	<b>Identify indicators of progress or success in acquiring this competency.</b>
-----------	---