|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Name:**       | **Grade:**      | **Position Title:**      | **Division, Bureau, Section:**      | **Supervisor’s Name:**      |
| **Section I – ORGANIZATIONAL ENHANCEMENT OR CAREER GOALS**  |
| ***Short-Term Goals (1-2 Years):***      | ***Long-Term Goals (2-5 years):***      |
| **Section II - INDIVIDUAL DEVELOPMENT PLAN****(Completed by Supervisor & Employee)** |
| **Development Objectives (KSAs) needed to reach goal.** | **Developmental Assignments, etc., including target completion dates.** | **Other Activities** |
|       |       |       |
| **Section II - Individual Development Plan (Continued)**  |
| Developmental Objectives      | Developmental Assignments      | Other Activities      |