



STATE OF CALIFORNIA — DEPARTMENT OF PERSONNEL ADMINISTRATION
INDIVIDUAL DEVELOPMENT PLAN
 FOR FUTURE JOB PERFORMANCE OF PERMANENT EMPLOYEES

STD. 637 (REV. 7-94c)

EMPLOYEE NAME <i>(Last, First, Middle Initial)</i> SAMPLE		DATE OF THIS PERFORMANCE DISCUSSION	
CIVIL SERVICE TITLE AGPA - 1		POSITION NUMBER	LAST PERFORMANCE DISCUSSION DATE
STATE DEPARTMENT NAME SAMPLE		DEPARTMENT SUBDIVISION SAMPLE	EMPLOYEE'S HEADQUARTERS
<p>PERFORMANCE OBJECTIVES — Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job or to develop employee skills.</p> <p>Develop Data Management and Reporting Skills</p> <p>Enhance Analytical Writing Skills</p> <p>Develop ability to provide briefings and short update presentations</p>		<p>PLANS FOR ACHIEVING OBJECTIVES — Specific methods by which the employee can work toward accomplishing his or her performance objectives (in-service training courses, college courses, rotation, special work assignments for training purposes, etc.).</p> <ol style="list-style-type: none"> 1. Classes - Excel Basics and Excel Intermediate (OTD or CalHR) 2. PACE E-learning Excel Intro and Formulas 3. Assignment - create and maintain ABC tracking spreadsheet <ol style="list-style-type: none"> 1. Class - Writing for Analysts (OTD or CalHR) 2. Review Resources - OTD Tips and Tools Page - Completed Staff Work - Review Issue Memo Format and Writing Standards tips 3. Assignment - write issue memo for ABC project <ol style="list-style-type: none"> 1. Class - Presentation Skills (OTD) 2. Review OTD Web Resources - Presentation Skills Program 3. Assignment - Two presentations at Branch meetings 	

I HAVE PARTICIPATED IN A DISCUSSION OF OVER-ALL JOB PERFORMANCE

EMPLOYEE'S SIGNATURE	DATE SIGNED	SUPERVISOR'S SIGNATURE	DATE SIGNED
			

(Over)

STATE OF CALIFORNIA — DEPARTMENT OF PERSONNEL ADMINISTRATION
INDIVIDUAL DEVELOPMENT PLAN
 FOR FUTURE JOB PERFORMANCE OF PERMANENT EMPLOYEES

STD. 637 (REV. 7-94c)

EMPLOYEE NAME <i>(Last, First, Middle Initial)</i> SAMPLE	DATE OF THIS PERFORMANCE DISCUSSION	
CIVIL SERVICE TITLE AGPA - 2	POSITION NUMBER	LAST PERFORMANCE DISCUSSION DATE
STATE DEPARTMENT NAME SAMPLE	DEPARTMENT SUBDIVISION SAMPLE	EMPLOYEE'S HEADQUARTERS

PERFORMANCE OBJECTIVES — Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job or to develop employee skills.

Advance Spreadsheet Skills

Develop Lead Person Skills

Supervisory Skills



PLANS FOR ACHIEVING OBJECTIVES — Specific methods by which the employee can work toward accomplishing his or her performance objectives (in-service training courses, college courses, rotation, special work assignments for training purposes, etc.).

1. Excel Pivot Tables and Formulas (OTD or ISInc.)
2. PACE E-learning Excel Intermediate and Advanced

1. Class - Lead Person (OTD)
2. Review Resources - Tips & Tools (OTD Intranet) - Lead Person
3. Assignment - lead project ABC team

1. Class/Webinar - Stepping Up to Supervision (OTD or CalHR)
2. Review Supervisor Toolkit (OTD Intranet) - one hour/week (5)
3. Read one book on basic supervision from OTD library - write and present summary

I HAVE PARTICIPATED IN A DISCUSSION OF OVER-ALL JOB PERFORMANCE

EMPLOYEE'S SIGNATURE 	DATE SIGNED	SUPERVISOR'S SIGNATURE 	DATE SIGNED
---	-------------	---	-------------

(Over)