

Performance Management Process

GREENWOOD COUNTY Employee Development Plan

Greenwood County encourages and supports its employees in their pursuit of professional growth and development. Employees who are interested in receiving supervisory support and other County offered assistance with education and/or job/career development will be required to create, with their supervisor, an Employee Development Plan (EDP). This plan will serve as a blueprint for the steps necessary to accomplish objectives and reach EDP goals. An EDP may be developed for education and/or job/career development.

Employees who wish to earn a degree or attend formal classroom training for their personal or professional development should consider an Education Plan. Employees who desire career development for professional growth would select a Job/Career Development Plan. The supervisor and employee will work together to develop a customized plan designed to help the employee meet their goal. See plan sample below.

Education Plan:

Education Goal:

- GED/High School Diploma Continuing Education Course Certificate
 Professional Certification Associate's Degree Bachelor's Degree Graduate's Degree

Major/Program/Course of study: _____

Goal start date: _____ Goal completion date: _____

Courses taken this appraisal period: _____

Courses scheduled for next appraisal period: _____

Course start date this appraisal period: _____ Projected course completion date: _____

Training Site(s): _____

Job/Career Development Plan:

The Greenwood County Job Title to which I am presently assigned: _____

- I am interested in professional development within my current career/job
 I am interested in advancing to the next level within my career/job
 I am interested in a job outside of my current career/job

Job Interest: _____ Job Category: _____

The prerequisites required for my job of choice are: _____

Job training accomplished this appraisal period: _____

Job training to be accomplished next appraisal period: _____

Trainer/Training Site(s): _____

Training start date: _____ Training expected completion date: _____

Performance Management Process

Job Shadowing: _____

On the Job Training: _____

Mentor-Protégé: _____

Internal Training: _____

Workshops/Seminars: _____

Other: _____

Employee Acknowledgement:

*I understand this is for developmental purposes only and is **not** a contract or promise of advancement.*

Employee Signature: _____ Date: _____

Supervisor Acknowledgment and Comments:

I have met with this employee and assisted in the development of this Employee Development Plan.

The EDP for the last reporting period was: Met Met but not completely Not met No goal was set

Reason not met:

Other comments:

Supervisor Signature: _____ Date: _____