## Performance and Development Plan/Review record

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | nsert name | Business unit: | insert directorate |
| Plan Timeframe | from insert date to insert date | Review date(s): | insert review dates |
| Supervisor: | insert name | Section/team: | insert name |

## Performance Planning Discussion

|  |  |  |
| --- | --- | --- |
| Key deliverables/outputs/tasks | Key outcomes and measures of success | Actual performance at start date of plan |
| *Tip: these can be personal and/or taken from your business plan*  • Click here to enter text | *Tip: try using evidence based measures such as targets*  • Click here to enter text | *Supervisor Tip: using the* [*ACTPS Shared Capability Framework*](http://www.cmd.act.gov.au/employment-framework/performance-framework/actps-shared-capability) *you can be specific about your expectations.*  • Click here to enter text |
| **How will I apply ACTPS values and behaviours to accomplish better services and outcomes for the ACT Community?** *Tip:* [*further guidance*](http://www.cmd.act.gov.au/__data/assets/pdf_file/0006/463812/talking_behaviour.pdf) *is available on the ACTPS values of Respect, Integrity, Collaboration and Innovation*  Click here to enter text | | |
| Self Reflection: Areas for my capability development | My [Learning & Development Activity Plan](http://www.cmd.act.gov.au/__data/assets/pdf_file/0007/463813/plan_for_ld.pdf) | Supervisor Comments at start date of plan |
| *Tip: the* [*ACTPS Shared Capability Framework*](http://www.cmd.act.gov.au/employment-framework/performance-framework/actps-shared-capability) *will help to pinpoint strengths/ areas for improvement.*  • Click here to enter text | *Tip: this doesn’t have to be formal learning— what about job swaps or secondments?*  • Click here to enter text | *Supervisor Tip:* [*further information*](http://www.cmd.act.gov.au/__data/assets/pdf_file/0008/463733/good_qual_disc.pdf) *is available on aspects of performance and development planning*  • Click here to enter text |
| **How could my supervisor best support me?** *Tip: This is your chance to give your manager* [*feedback*](http://www.cmd.act.gov.au/__data/assets/pdf_file/0003/463728/art_feedback.pdf) *on their performance*  Click here to enter text | | |

## Performance Summary

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Agreement to Plan | | Mid-cycle review | | | | Final review | |
| Staff / Team members’ agreement with this plan:  Click here to enter text  Written feedback attached? Yes    No | | | [Supervisor’s comments](http://www.cmd.act.gov.au/__data/assets/pdf_file/0003/463728/art_feedback.pdf) on progress since plan date: Click here to enter text  Written feedback attached? Yes    No | | [Supervisor’s comments](http://www.cmd.act.gov.au/__data/assets/pdf_file/0003/463728/art_feedback.pdf) on progress since review date: Click here to enter text  Written feedback attached? Yes    No | | |
| Signature: | Date: | | Signature: | Date: | Signature: | | Date: |
| Supervisor’s agreement with this plan:  Click here to enter text | | | Employee’s comments on progress since plan date:  Click here to enter text | | Employee’s comments on progress since review date:  Click here to enter text | | |
| Signature: | Date: | | Signature: | Date: | Signature: | | Date: |