

Annual Development Plan

(to be completed in January to set the goals for the calendar year)

OFFICE of COURT ADMINISTRATION

Employee Name

Job Title

Manager Name

Department

Date of Annual Development Plan Meeting

Date of Job Description Review

New Goals/Projects/Work Assignments & Due Dates

Past Goals/Projects/Work Assignments from Previous Year & Due Dates

Professional Development Plans

Employee Comments

Manager Comments

Suggested "Check In" Questions

"Check In" questions foster two-way open and honest communication between managers and employees, which leads to higher engagement and performance. You are strongly encouraged to have two "Check In" meetings per year. Please list the meeting dates below.

Date for "Check-In" Meeting #1

Date for "Check-In" Meeting #2

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What is the most important thing we should talk about?

What can I do to better support you?

What was most challenging about a recent project/experience?

What isn't working right?

In which one area do you think OCA needs to develop most?

What do you find most rewarding about your current role?

What do you enjoy least about your current role?

APPROVALS

By signing below, employee and manager both acknowledge they have met to discuss the goals outlined above. As a follow-up, employee and manager will meet at least twice during the calendar year to discuss progress on the goals outlined above as well as general work review.

Manager and Employee reviewed and signed the employee's job description.

Employee Signature

Date

Manager Signature

Date

Division Director Signature

Date