



**Business & Computing Examinations (BCE)**

3<sup>rd</sup> Floor, 207 Regent Street

LONDON W1B 3HH

Website: [www.bcexam.com](http://www.bcexam.com) email: [info@bcexam.com](mailto:info@bcexam.com)

Tel: 44 207 993 4469

**Performance Management: Performance Development Plan**

<b>Staff Name:</b>	
<b>Position:</b>	
<b>Functional Unit:</b>	
<b>Reason for Annual Evaluation:</b>	
<b>Job Description:</b>	
<b>Performance Goals:</b> List the staff's most important work performance goals.	
<b>Specific Duty / Goal / Tools Needed for Goal / Completion Date:</b>	
<b>Additional Tools or Training Needed:</b>	
<b>Personal and Professional Developmental Goals:</b> List the staff's most important personal and professional developmental goals for the year:	

<b>Specific Goal / How will we know it is being achieved? / Tools Needed for Goal / Completion Date:</b>	
<b>Additional Tools or Training Needed:</b>	
<b>Discussion and Measurement:</b>	
<b>Staff Comments:</b>	
<b>Staff Suggestions for Line Manager or Departmental Development:</b>	
<b>Date for Next Development Meeting: (Schedule yearly)</b>	
<b>Staff's Signature:</b> <b>Date:</b>	
<b>Line Manager's Signature:</b> <b>Date:</b>	