

Kilgore College Plan of Action

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| Employee: | |
| Supervisor: | |
| Evaluation Period: | |
| Action Plan Period: | |

Instructions: The employee and supervisor will use this form to list the specific objectives to be met during the upcoming evaluation period. These objectives will include professional development plans. Objectives shall be listed in order of priority and coded with an E (employee), S (supervisor), or M (mutual) to indicate who initiated the objective. On the following year=s evaluation, the employee will complete the accomplishment column, explaining how the objective was achieved.

| Objective: | Initiator: | Accomplishment: |
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Supervisor

Date

Employee

Date