**DEVELOPMENTAL GROWTH PLAN**

Developmental Growth Period: ____________________________  Employee Name: ____________________________

Job Title: ____________________________  Role: ____________________________  Level: ____________________________

Salary Range: ____________________________  Manager Name: ____________________________

Maximum Increase Amount: ____________________________  HR Approval: ____________________________

Instructions: Competencies must be listed in specific and measurable terms. They must be attainable and relevant to the duties and responsibilities of the employee’s current position. Review and evaluation of competency attainment must be made on a timely basis. These competencies must represent growth in the employee’s knowledge, skills, abilities to perform in the current position.

<table>
<thead>
<tr>
<th>List of Competencies</th>
<th>Developmental Activities</th>
<th>Expected Timeframe</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competencies are knowledge, skills, abilities, and behavioral characteristics critical to successful individual performance in the position.</td>
<td>Actions needed to achieve competency.</td>
<td>List expected timeframes to measure developmental growth.</td>
<td>List examples demonstrating that competency is successfully attained. Include date when achieved.</td>
</tr>
</tbody>
</table>

Additional Manager Comments:

Manager’s Signature & Date: (Manager’s signature is confirmation that the employee has successfully attained the competencies listed above and approval to pay the developmental increase.)