



City of Gardena

Employee Development Plan (EDP)

Name:	Date of Hire:
Department:	Division:
Current Position:	Number of Years in Current Position:
Date Prepared:	Date for Completion:

TYPE OF EDP

- ☐ During Probationary Period in New Position
- ☐ Following Annual Performance Evaluation
- ☐ Other: _____

FOLLOW-UP ACTION REQUIRED:

DATES

- ☐ Follow-up Review Sessions (weekly/bi-weekly)
- ☐ Next Performance Evaluation Date
- ☐ Other: _____

GENERAL INSTRUCTIONS

An Employee Development Plan (EDP) is a tool to assist an employee in improving job performance. An EDP will be prepared for any employee who receives a performance evaluation of "Needs Improvement" or "Unsatisfactory". The EDP is to be done in conjunction with the employee and is not be punitive in anyway. Rather its purpose is to clearly identify the supervisor's expectations for satisfactory job performance and to set specific standards of improvement by which the employee will be evaluated. A good EDP includes specific action steps to assist the employee, such as training and weekly or bi-weekly scheduled evaluation sessions with the supervisor, and also includes the supervisor's commitment to specific actions of support. Action steps should be established for each area of performance that is less than satisfactory.

Just as with the Performance Evaluation, it is suggested that the Supervisor prepare the EDP in advance and then reviews each factor with the employee before finalizing the plan. When completed, have the employee sign and date the EDP in the spaces provided. A copy of the EDP and all follow-up reviews will be sent to the Personnel Officer for signature and will be placed in the employee's personnel file.

NOTE: The EDP may also be used as a tool to assist employee's who are interested in promoting in the organization and want to develop new skills to enhance their current or future job performance.

SIGNATURE PAGE

EDP COMPLETED BY:

Supervisor's Name/Title

Supervisor's Signature

Date

Employee's Name/Title

Employee's Signature

Date

EMPLOYEE COMMENTS *(use additional space as needed):*

Employee Signature:

Date:

DEPARTMENT HEAD COMMENTS *(use additional space as needed):*

Department Head Signature:

Date:

PERSONNEL OFFICER COMMENTS *(if applicable – use additional space as needed):*

Personnel Officer Signature:

Date:

PERFORMANCE CATEGORIES

Following is a list of performance categories as stated in the performance evaluation. Only those areas needing improvement are to be included in the EDP. For all other areas note only the level of competence as: “outstanding”, “above average” or “satisfactory”. The list below will expand to allow as much space as needed for each category.

1. **JOB KNOWLEDGE** *(level of understanding of requirements of the job)*
2. **QUALITY OF WORK** *(accuracy, neatness, and thoroughness of work)*
3. **INITIATIVE:** *(independent effort to handle responsibilities, direct own activities)*
4. **DEPENDABILITY** *(follows instructions; performs work on time, completes follow-through)*
5. **JUDGMENT** *(uses logic in arriving at conclusions)*
6. **ATTITUDE** *(toward job, community, co-workers and City)*
7. **COOPERATIVENESS** *(ability to work and collaborate with others)*
8. **VERSATILITY** *(ability to handle more than one job and adjust to changes)*
9. **EMOTIONAL STABILITY** *(reaction to changing demands and stressful circumstances)*
10. **PUBLIC RELATIONS** *(courtesy and consideration in dealing with public)*
11. **SUPERVISORY AND LEADERSHIP ABILITY** *(if applicable)*
12. **APPEARANCE** *(overall appearance and appropriateness to work environment)*
13. **ATTENDANCE** *(punctuality/regularity of attendance; health, vitality and energy)*
14. **OVERALL PERFORMANCE**