

Non-Instructional / Essential Staff IPDP/CAP Form

Employee Name:		Department:	
NBOE ID #:		Date:	

This worksheet is to be utilized during Annual Performance Evaluation as a planning tool. If the employee receives an overall rating of Partially Effective or Ineffective, a Corrective Action Plan must be created instead. Using this tool, Employee and Supervisor should first collaborate and come to a consensus on concrete goals, aligned to specific indicators. If a consensus is not arrived, both the Supervisor and Employee have the ability to add goals. Either may also add goals over and above those agreed upon together.

Professional Growth Goal #1	Select an Indicator ▾
G1. Intended Results or Outcomes	
G1. Resources Identified	
G1. Completion Timeline	
Action Steps for Growth Goal #1	
Action Steps for Leader Goal #1	

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Professional Growth Goal #2	Select an Indicator ▾
G2. Intended Results or Outcomes	
G2. Resources Identified	
G2. Completion Timeline	
Action Steps for Growth Goal #2	
Action Steps for Leader Goal #2	

Professional Growth Goal #3	Select an Indicator ▾
G3. Intended Results or Outcomes	
G3. Resources Identified	

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G3. Completion Timeline	
Action Steps for Growth Goal #3	
Action Steps for Leader Goal #3	