



Performance Development Review Report

TIMETABLER

Timetabler: _____ Date: _____

Manager: _____

Directions:

In the boxes on the left, please check which of the following materials are included with this report. On the right, please indicate how many documents of each type are attached.

	Number Attached
<input type="checkbox"/> Statistics Summaries	_____
<input type="checkbox"/> Peer Reviews	_____
<input type="checkbox"/> Review of Department-Assigned Tasks	_____
<input type="checkbox"/> Other Optional Documents (marked assignments, etc.; please list).	_____
_____	_____
_____	_____
_____	_____
_____	_____

Performance Development Activities

Directions: List performance development activities completed since your last review.

Activity	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Community Service Activities (optional)

Directions: Describe briefly any work-related committees you served on, activities undertaken, etc., within or outside BCIT since your last review.

Significant Accomplishments (optional)

Directions: Describe briefly any work-related items of achievement that you feel will help your manager get a fuller picture of you during this review period..

Reviewee Comments

Signature: _____

Professional Development Plan # _____

(You may include multiple plans by copying this table for each additional objective).

Objective:

Briefly describe your goals.

Implementation Plan:

Briefly describe what is needed to accomplish your objective.

Proposed Timeline

Manager's Initials _____

Timetabler's Initials _____

(Initials indicate Manager will support the implementation plan including applications for leave and/or funding).