*Circle if document is the Initial Plan or a report of progress on the plan:*  ***Initial Plan Progress on Plan***

**South Plains CAA, Inc Head Start and Early Head Start Employee Growth and Development Plan**

Employees not meeting expectations in their job requirements will have opportunities to improve their job performance. The Employee Growth and Development plan is carefully outlined and monitored on a weekly basis. The initial plans will not have progress/evaluation comments. Thereafter, all weekly updates will have Progress/Evaluation comments by the Supervisor. Employee comments are optional on initial or continuing documents.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date of initial plan:\_\_\_\_\_\_\_\_\_ Date of Continuing Progress /Evaluation \_\_\_\_\_\_\_\_\_\_\_

Area(s) of Improvement:

Expectations:

|  |  |  |  |
| --- | --- | --- | --- |
| **TASKS** | **Timeline** | **Progress/Evaluation**  (only for continuing plan) | **Employee Comments** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Attach additional pages if necessary*

Improvement needs to be immediate and on-going. Failure to meet expectations will result in disciplinary action up to and including termination of employment.

Supervisor and employee keep one copy of all forms. Copies of the original are used for weekly updates. The Supervisor will send the original of all forms to SPCAA HR department within 2 days of completion.

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Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature (Center Director, Team Leader, Manager, etc)