

Human Resources – Employee Workplan

Department:	Land Governance Office
Employee Position:	
Employee Name:	
Employee Supervisor:	
6-Month Review:	Supervisor and employee review and discuss how the employee is progressing and what needs to be done to ensure success in the next six (6) months.

The purpose of the Employee workplan is to provide a high level summary of key objectives of the department and the activities required to support each of them. Add statements describing the results to be achieved, the anticipated events that will need to take place to complete the objective, and when you anticipate completing each activity.

Using SMART objectives: **S**pecific, **M**easureable, **A**chievable, **R**ealistic, **T**ime-phased

OBJECTIVES	SMART GOALS	ACTIVITIES	COMPLETION DATE

AGREEMENT

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

6 Month Review

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____