## Individual Development Plan

**Tasks** | **Proficiency Rating** | **Proficiency Rating (6 mo)** | **Notes**
---|---|---|---

**Trainee:** ___________________________  **Evaluation Date:** ___________________________

**Evaluated By:** ___________________________  **Next Evaluation:** ___________________________

**Employee Signature:** ___________________________  **Date:** ___________________________

**Supervisor Signature:** ___________________________  **Date:** ___________________________

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INDIVIDUAL DEVELOPMENT PLAN
—Steps to improve performance

Employee Signature: ___________________________________________ Date: ____________________

Supervisor Signature: _________________________________________ Date: ____________________

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