**5-Year Employee Development Plan
Template**

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| --- | --- |
| Employee |  |
| Department |  |
| Job Title |  |
| Manager / Supervisor |  |

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| --- | --- | --- |
| **Plan Start Date** |   |   |
| **MM/DD/YY** |
| **Next Review Date** |  |
| **MM/DD/YY** |

|  |  |  |  |
| --- | --- | --- | --- |
| **5-Year Goals (SMART)** |   |   |   |
| Year | SMART Goal | Key Milestones | Target Completion |
| **20XX** |  |  |  |
| **20XX** |  |  |  |
| **20XX** |  |  |  |
| **20XX** |  |  |  |
| **20XX** |  |  |  |

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| **Strengths and Development Areas** |  |  |
| Category | Description |
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| **Skills and Competency Development** |  |  |
| Skill Category | Current Level | Target Level (By Year 5) | Learning Resource |
|  | Proficient | Expert |  |
|  | Developing | Advanced |  |
|  | Basic | Intermediate |  |
|  | Limited | Proficient |  |

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| **Training, Education, and Certification Costs** |  |
| Category | Description | Estimated Cost |
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| **5-Year Action Plan** |  |  |  |  |  |  |
| Development Action | 20XX | 20XX | 20XX | 20XX | 20XX | Owner | Status |
|  | **X** |  |  |  |  |  | In Progress |
|  |  |  |  |  |  |  | Not Started |
|  |  |  |  |  |  |  | Not Started |
|  |  |  |  |  |  |  | Scheduled |
|  |  |  |  |  |  |  | Pending |

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| **Success Metrics and Evaluation** |
| Metric | Description | Measurement |  |  |
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| **Career Advancement Strategy** |
| Category | Description | Action Steps | Target Completion Date |
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| **Self-Assessment and Feedback** |
| Category | Employee Reflection | Manager Feedback |  |  |
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| **Review and Acknowledgement** |  |  |  |  |  |
| Reviewed By | Name | Date |  |  |
|  |  |  |  |  |
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