**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12344&utm_source=template-word&utm_medium=content&utm_campaign=5-Year+Employee+Development+Plan-word-12344&lpa=5-Year+Employee+Development+Plan+word+12344)5-Year Employee Development Plan   
Template**

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

|  |  |  |
| --- | --- | --- |
| **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** |  |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Strengths and Development Areas** | |  |  |
| Category | Description | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |

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

|  |  |  |
| --- | --- | --- |
| **Training, Education, and Certification Costs** | |  |
| Category | Description | Estimated Cost |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **5-Year Action Plan** | | | |  | | |  | | |  | |  |  |  |
| Development Action | 20XX | 20XX | 20XX | | 20XX | 20XX | | Owner | Status | |
|  | **X** |  |  | |  |  | |  | In Progress | |
|  |  |  |  | |  |  | |  | Not Started | |
|  |  |  |  | |  |  | |  | Not Started | |
|  |  |  |  | |  |  | |  | Scheduled | |
|  |  |  |  | |  |  | |  | Pending | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Success Metrics and Evaluation** | | | | | | | | | | | |
| Metric | | Description | | | | | | Measurement | |  |  |
|  | |  | | | | | |  | |  |  |
|  | |  | | | | | |  | |  |  |
|  | |  | | | | | |  | |  |  |
|  | |  | | | | | |  | |  |  |
|  |  |  |  |  |  | |  | | | |  |
| **Career Advancement Strategy** | | | | | | | | | | | |
| Category | | Description | | | | Action Steps | | | Target Completion Date |
|  | |  | | | |  | | |  |
|  | |  | | | |  | | |  |
|  | |  | | | |  | | |  |
|  | |  | | | |  | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Self-Assessment and Feedback** | | | | | | | | | | | | |
| Category | | Employee Reflection | | | Manager Feedback | | |  | |  | |
|  | |  | | |  | | |  | |  | |
|  | |  | | |  | | |  | |  | |
|  | |  | | |  | | |  | |  | |
|  | |  | | |  | | |  | |  | |
|  |  |  | |  | |  |  | |  | |  | |
| **Review and Acknowledgement** | | | |  | |  |  | |  | |  | |
| Reviewed By | | | Name | | | Date | |  | |  | |
|  | | |  | | |  | |  | |  | |
|  | | |  | | |  | |  | |  | |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |