

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA**  
**Employee Work Plan**

Employee Name: \_\_\_\_\_ Payroll No. \_\_\_\_\_

Supervisor/Manager Name: \_\_\_\_\_

Department: \_\_\_\_\_

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Performance Goals *(list major goals or accountabilities - include time frame and method of measurement)*:

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Training/Assistance:

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Supervisor's Comments:

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Employee's Comments:

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I acknowledge that I have discussed this work plan with my supervisor, and understand the level of performance required.

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*Signature of Employee*

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*Date*

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*Signature of Supervisor*

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*Date*