

[*Division, School, or Department Name*]

2017/2018 Work Plan

Job Title:

Employee Name:

**Core areas:** Description of the duties the employee performs.

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| --- | --- | --- | --- | --- |
| **Task/Activity** | **Timeline** | **Expected Completed Date** | **Completed**  **Date** | **Analysis of Task/Activities** |
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**I have read and understand my work plan for the 2017-2018 academic year.**

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**Employee Name Employee Signature Date**

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**Supervisor Name Supervisor Signature Date**