



Development Conversation

Employee Name:

Employee Title:

Employee ID:

Department:

Supervisor Name:

Supervisor Title:

Time Period _____ to _____

Date Completed by Employee:

EMPLOYEE STRENGTHS: Talk about strengths that make me effective in my role and examples of how I have applied them.

AREAS FOR DEVELOPMENT OR NEW SKILLS NEEDED: Talk about skills needed that would enhance job performance.

PROFESSIONAL DEVELOPMENT PLAN PART I: Write short-term goals (6-12 months).

PROFESSIONAL DEVELOPMENT PLAN PART II: Write longer-term goals (3 to 5 years).

EMPLOYEE PLAN: Things I want to *do more, do less, start, stop or change* to be even more effective in my role and progress toward my goals. (Use SMART goals - Specific, Measurable, Attainable, Relevant and Timely)

Summary Comments from Supervisor: (Use this section to summarize your development conversation. Document especially notable performance or describe concerns.)

Date Completed by Supervisor:

Supervisor Signature: _____ **Date:** _____

Signature acknowledging employee review of Development Conversation notes:

Employee Signature: _____ **Date:** _____

Employee Comments (optional):