

DRAFT - CLS Career Development Form

Setting SMART Goals

- When setting development goals and activities, use the SMART model. Make sure they are:
Specific; Measurable; Action Oriented; Realistic; Timebound

Career Development Action Plan

Name: _____ Date: _____ Supervisor: _____

Self-Assessment Summary Statements

Career motivators in my current position:
Skills and competencies to be developed:
Vision of Future Career Directions:

Career Goals

Short-Term (1 year):
Medium-Term (2-5 years):
Long-Term (5+ years):

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Development Activities and Experiences

Activity	Action Steps	Milestones/Success Measures	Estimated Cost	Target Completion Date
Example: Advanced PPT course	Registered with AcademyX	Certificate	\$300	1/29/16

Approval

	PRINT NAME	SIGN NAME		
Employee:			Date:	
Direct Manager:			Date:	
Director:			Date:	
*AVC:			Date:	

Direct Manager/AD/Service Manager/OD AD/AVC: Your signature indicates approval for time off work on dates provided and for the expenses indicated.

*AVC Signature required for out-of-state travel.

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Notes or Follow-up on Previous Questions (if needed)

Employee / Manager Follow-up Meetings

Reflections