**Set SMART Goals**

Use the SMART model when setting development goals/activities -- make sure they are: ***S***pecific; ***M***easurable; ***A***ction-Oriented; ***R***ealistic; ***T***imebound

**Career Development Action Plan**

Employee Name: Date: Supervisor Name:

**Self-Assessment Summary Statements**

|  |
| --- |
| **Career motivators in my current position:**  |
| **Skills and competencies to be developed:**  |
| **Vision of future career direction(s):**  |

**Career Goals**

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

**Development Activities and Experiences**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Action Steps** |  **Milestones/Success Measures** | **Estimated****Cost(s)** | **Target Completion Date(s)** |
| Example: Advanced Excel course | Register through UC Learning Center |  Course completion |  $AB |  2/29/18 |
|   |   |   |   |   |
|   |   |   |   |   |
|   |  |   |  |   |
|   |   |   |   |   |

**Approval**

|  |  |
| --- | --- |
|  |  **PRINT NAME SIGN NAME** |
| **Employee:** |   |  |  **Date:** |   | **Direct Manager/AD/ Service Manager/OD AD/AVC:** Your signature indicates approval for time off of work on dates provided and for the expenses indicated.\*AVC Signature required for out-of-state travel. |
| **Direct Manager/Supervisor:** |   |  |  **Date:** |   |
| **Director:**  |   |  |  **Date:** |   |  |
| **\*AVC:** |  |  |  **Date:** |  |  |

|  |
| --- |
|  **Notes or Follow-up on Previous Questions (if needed)** |
|   |
|  **Employee / Manager Follow-up Meetings** |
|   |
|  **Reflections** |
|  |