**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**

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

**Career Goals**

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| --- |
| **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 |
|  |  |  |  |  |
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**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:** |  |  |

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