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| --- | --- | --- | --- |
|  |  | **Meeting Date:** |  |
| **Employee Name** (Last, First, MI)**:** |  | **Position Title:** |  |

# Section 1: PROGRESS TOWARD GOALS since last meeting

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| **Goal** | **Percent Complete** | **Next Steps** |
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# Section 2: Short-term goals

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| **Priority** | **Goal** | **Target Date** |
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# Section 3: long-term goals

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| **Goal** |
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# Section 4: Skills development

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| **Desired Areas of Development** | **Proposed Action Steps** | **Target Date** |
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# Section 5: Desired trainings

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| **Training** |
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# Section 6: Supervisor assigned priorities

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| **Goals** |
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# Supervisor Comments:

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# employee comments

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| I acknowledge that I have been provided the opportunity to discuss this career development plan with my manager / supervisor and I have received a copy of this form.  Employee Signature: Date: |
| Reviewer Signature: Date: |