



**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:** \_\_\_\_\_

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**Signature acknowledging employee review of Development Conversation notes:**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Comments (optional):**