

Employee Name: _____ Date: _____

Co-authoring a Plan to Achieve Career Aspirations

As a tool to facilitate professional development and career growth as a member of the Samford University team, employees and managers will collaborate to outline professional goals with a time line of three to five years. To support those goals in the near term, they also create an individual development plan for the coming year. The individual development plan should correlate to existing functional responsibilities, be revisited semi-annually and regularly updated during check-ins on progress throughout the year.

Professional Goals	Actions	Timeline	Resources/ Support	Metrics
<i>These are professional goals for the next 12 months.</i>	<i>For each stated goal, which specific actions can you take that will help you achieve your goal?</i>	<i>What is your timeline for completing each action?</i>	<i>What training, mentoring, or tools will help you to achieve this action?</i>	<i>For each of the actions outlined, what will be the standard for measuring success?</i>

Personal Development Objectives	How will we define Success?

