

Staff Member Development Assessment—a One-On-One Discussion

Please answer:

What are 2 or 3 things you feel proud of in your work?

What are 2 or 3 goals you would like to do, take on, learn, or move forward?

What are the challenges and problems that you are facing now in your work?

What can I do to help you handle or change these things?

What would help you feel more successful in your work?

Appraiser comments:

Your most outstanding accomplishments since our last one on one discussion:

2-3 things on which I would like to see you work:

I will help you with:

Commitment

As we have discussed, included in this commitment are the development programs, challenges and problems that we will work on together over the next 3-6 months.

Signature, Appraisee

Signature, Appraiser

Date

Date