

## Staff Member Development Guidelines

**Please answer:**

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

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

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

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

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What would help you feel more successful in your work?

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**Appraiser comments:**

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

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

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I will help you with:

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**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.

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Signature, Appraisee

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Signature, Appraiser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date