# Personal - Professional Development Plan

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| **Background Data** | | |
| Name | Department | |
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| Present Job | Years at Gibbs & Olson | Reason for Evaluation Quarterly/Other? |
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| **Talents** |
| Which skills or talents do you use to create results and achieve your goals? |
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| Describe how you see your professional and personal image? What is significant for you as a person? |
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| Supervisor Observations |
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| Motivation |
| What motivates you in your current job? |
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| What do you want from your job at Gibbs & Olson? What is particularly important to you?  What makes you feel the best about your job or would make you feel the best?   (Some examples could be: being in charge of projects, a good title, being “in” on things, money,  a high five in the hall, public recognition, etc.) |
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| **Organization** |
| What do you see as the department’s professional goals and challenges in the years ahead? |
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| What opportunities do these goals/challenges offer you in your job at Gibbs & Olson? |
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| Supervisor Observations |
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| **Talents – Passions - Organization** |
| How do the department goals match your goals for your job at Gibbs & Olson? |
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| Which competencies make you particularly qualified in relation to your job goals at Gibbs & Olson? |
| Describe your current strengths in relation to your job goals:    Describe what areas you need to further develop to achieve your job goals: |
| Supervisor Observations |
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