(Employee to complete for developmental purposes only – return to manager after completion)

|  |  |
| --- | --- |
| Name: | OR #: |
| Job Title: | Date: |
| Supervisor: |  |

**Agency/State Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| AGENCY/POSITION | DUTIES | FROM DATE | END DATE |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**Previous Employment and Transferable Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| COMPANY/POSITION | DUTIES | FROM DATE | END DATE |
|  |  |  |  |
|  |  |  |  |
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Overall Summary (Describe any major accomplishments or challenges)

Key Strengths (List 2-3 of your key technical or professional competencies, skills or knowledge)

Development Needs (List 2-3 key experiences you need or skills and experience you’d like to develop in order to move to the next level)

Functional/Technical Expertise (i.e. customer service, labor management, etc.)

Courses/Workshops/Seminars (i.e. Ascent, Project Management)

Formal Education – Degree(s)/License(s)/Certification(s)

Community Involvement/Volunteer Work

Languages Spoken other than English

Career Interests (i.e. future roles, projects or areas of interest)

**Geographic Mobility**

Are you willing to relocate outside your current area? Yes ⬜ No⬜

Specify city or region:

Comments:

Is there anything else we should know?