**Career Discussion Form**

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| **Name** |  | **Supervisor Name** |  |
| **Position**  |  | **Date** |  |

 **Questions for Employee Follow-up /Responses**

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| 1 | What are your career interests over the next 1-3 years?  |  |
| 2 | What new skills would help you achieve your career goals within the organization?  |  |
| 3 | What do you see as your strengths? |  |
| 4 | What projects, committees, or other responsibilities would you like to be a part of to help develop your career? |  |
| 5 | Are you willing to move into a different department or role outside of the traditional career path? |  |
| 6 | How do you feel about taking on the additional pressures and responsibility that would come with a promotion? |  |
| 7 | What other learning / development opportunities would you like to be involved in? |  |
| 8 | What questions can I answer for you?  |  |

Comments / Next Steps