

EMPLOYEE CAREER SUCCESS & SATISFACTION PLAN

If the evaluation you are preparing is not for a brand new employee to SBCC, an appropriate use for this form would be to map out and document the agreed-upon training and development that you discuss during the evaluation. Identify specific courses that you believe will be valuable in their continued growth – you do not need to identify the provider of this training or dates or cost information on this document – just the general name of the training that you are intending be accomplished before the next evaluation occurs.

EMPLOYEE CAREER SUCCESS SATISFACTION PLAN

Employee: Name _____

Position _____

Dept _____

Supervisor _____

NOTE: the employee and supervisor will develop this plan within 30 days of initial employment. Employee will be responsible for documenting courses/activities. Supervisor will be responsible for granting release time and verifying completion of required courses/activities. A copy of the plan will be placed in the employee's personnel file and will be a subject of employee evaluations. Subsequent plans will be developed at each evaluation.

Date to be completed	Course/Activity	Code (enter 1 or more): C = College credit course S = Safety, HazMat P = Professional Growth R = Required for completion of probationary period	Release time granted (supervisor approval)	Supervisor signature verifying completion
	New employee orientation (Human Resources)	R		
	Classified employee breakfast	R		
	Groupwise email (Staff Resource Center)			
	List other courses/training to be completed during the upcoming review period below:			