

1. Completed by

Type in the name of the person (leader or partner) completing this assessment.

Assessment of: _____ (member name)

Member goal-setting and professional development

2. Please let us know how this member's progress in following areas:

(Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree)

- This member accepted feedback and worked to improve.
- This member demonstrated initiative by taking on activities and tasks without being asked.
- This member consistently followed safety policies and protocols. This member sought out ways to help the team.
- This member showed professionalism by being on time, dressing appropriately, and following policy.
- This member was able to perform the work required for this position.
This member made adequate progress toward the work objectives for this position. This member was a positive asset to this site/project.

If you did not agree with any of the above statements, these are the areas where we encourage you to work with your member to set SMART goals for personal and professional development (if you haven't already).

S Specific: Focused on exactly what will be accomplished

M Measurable: Know how success will be measured

A Attainable: Be realistic about what's possible given time and resources

R Results-Focused: Define what a successful result will look like

T Time-Focused: Give a clear deadline for completing the goal

Example of a non-SMART goal:

To learn more about conservation.

Example of this goal transformed into a SMART goal:

By the 6th week of the internship (Time-Focused) will be able to explain two conservation techniques (Measurable and Results-focused) used by staff at the site (Specific and Attainable).

3. Do you plan to set goals with this member? (If you have already set goals with this member, please select "yes".)

4. Upload any additional assessment materials here (optional)