

PROFESSIONAL DEVELOPMENT

Demonstrates a commitment to professional development by proactively seeking opportunities to develop new capabilities, skills, and knowledge; acquires the skills needed to continually enhance his/her contribution to the agency and to his/her respective profession.

NEEDS IMPROVEMENT	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
Individual Development Fails to recognize own development needs or does not seek ways to address those needs.	Accurately identifies own strengths and development needs and takes action to develop areas that can be improved.	Accurately assesses own strengths and development needs and embraces opportunities that will challenge current abilities.
Knowledge and Skill Maintenance Allows professional or job-related knowledge and skills to become antiquated.	Updates professional or job-related knowledge and skills on a regular basis.	Updates professional or job-related knowledge and skills on a regular basis and applies new knowledge or occupational/professional developments in the workplace.
Continuous Learning Takes only required or suggested training; does not seek training opportunities on own.	Engages in continuous learning opportunities of own accord without prompting.	Seeks out continuous learning opportunities to maintain state of the art knowledge.
Trend Monitoring Fails to monitor professional, industry or career trends, or recognizes trends but does not take action.	Incorporates professional, industry or career trends in work, planning and decision making.	Champions early adoption of new professional, industry or career trends in work, planning and decision making.