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| **1:1 Form for Student Development** |

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| **Purpose:** An optional form intended to facilitate developmental conversations and offer supportive learning in a professional environment. This is intended to be an internal supervisory document. | | | | | |
| **Student Name:** Enter the student name.  **Baylor ID:** Enter the student ID number. | | | **Position:** Enter the student’s position.  **Date Presented:** Enter the date presented. | | |
| **PERFORMANCE FACTORS** | | | | | |
|  | **Area of Concern** | **Area of Needed Development** | | **Area of Competence** | **Area of Mastery** |
| **Work Thoroughness**  High Quality, Accurate Work |  |  | |  |  |
| **Punctuality**  Tardiness, Attendance |  |  | |  |  |
| **Work Behaviors**  Ownership, Demeanor |  |  | |  |  |
| **Reliability**  Follows Through, Committed |  |  | |  |  |
| **Professionalism**  Appearance, Language |  |  | |  |  |
| **Communication**  Clear, Timely, Accurate |  |  | |  |  |
| **FEEDBACK/COACHING** | | | | | |
| List areas/skills in which the student excels in. | | | | | |
| List areas/skills in which the student needs development and what they can do to improve their work performance. | | | | | |
| **GENERAL COMMENTS** | | | | | |
| Enter any comments regarding the student’s work performance, future goals, or comments from the student. | | | | | |
| **STUDENT SIGNATURE** | | | **SUPERVISOR SIGNATURE:** | | |
| **Printed Name:**  **Signature:**  **Date:** | | | **Printed Name:**  **Signature:**  **Date:** | | |