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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:** |