



chevron stations inc.

Career Development Plan (CDP)

Date Created/Modified: _____

Employee Information			
Name:		Time in Grade:	
Title:		Time in Position:	
Supervisor/Manager:		Hire Date:	
		Work Location:	

Long-term Career Goal(s) - Describe the positions or activities you wish to perform in the next 5-10+ years, your definition of a successful career, etc.

List long-term positions which may be of interest:

Short-term Career Goals - Describe the positions or activities you wish to perform in the next 1-3 years that could move you closer to your long-term goals.

List short-term positions which could move you closer to your long-term career goal(s):

Skills/Competencies Required to Accomplish Short- and Long-term Goals <i>(Employee & Supervisor to complete)</i>	
Communication Skills:	
Technical Skills:	
Leadership Skills	

Action Plan (<i>Employee & Supervisor to complete</i>) <i>Development</i> goals to be accomplished within 12 months.		
Development Action	Resources Required	Timing

Employee Comments

Supervisor/Manager Comments – List resources or support needed, potential obstacles, etc.	DATE:

Comments/Special Limitations (i.e. mobility)