

EMPLOYEE ROADMAP	Yes	No	How Often
VISION, MISSION, and GOALS			
Am I aware of ED's vision, mission, and goals? Have I ...			
Identified the vision, mission, and goals of ED and our principal office (POC), and become familiar with the goals in our Organizational Performance Review (OPR)?			
Connected the work of my unit to the vision, mission, and goals of ED and our POC?			
Connected my own duties and assignments to the vision, mission, and goals of ED and our POC?			
Have I communicated with others in an open manner? Have I...			
Attended regular staff meetings when they are offered, or suggested meetings be held regularly?			
Shared timely information with my colleagues on matters that affect them?			
Checked in regularly with colleagues to find out how they are doing?			
Provided constructive feedback to my supervisor or other leaders, as appropriate?			
Engaged in a discussion with my supervisor about my performance plan (REACH, IDP, etc.)?			

LEADERSHIP AND CAREER DEVELOPMENT			
Do I assess my strengths and areas needing improvement? Have I ...			
Conducted any job-specific skill-assessments (e.g., for grants, audits, contracts, etc.)?			
Have I conducted any other self-assessments (e.g., Strengths Finder, Meyers-Briggs, etc.)?			
Sought leadership development or other growth opportunities?			
Encouraged colleagues to conduct job-specific skills assessments or other self-assessments?			
Encouraged colleagues to participate in leadership development programs?			
Have I participated in or requested training? Have I...			
Completed mandatory training courses on time?			
Identified areas where I could use additional training?			
Identified available internal and external training resources?			
Offered to conduct an in-house training and/or encouraged colleagues to attend one?			
Asked if employees who attended trainings could share knowledge with other staff?			
Have I identified options for my career path? Have I ...			
Assessed options for promotion, job skill growth, or expanding my knowledge base?			
Have I sought new work assignments, perhaps through in-house details?			
Volunteered to mentor others and/or encouraged staff to seek mentors?			

IMPROVING MORALE AND PERFORMANCE			
Have I used different strategies to recognize colleagues? Have I ...			
Recognized a colleague personally for accomplishments?			
Nominated colleagues for awards, or recognized colleagues' accomplishments at meetings or in other public ways?			
Have I helped identified solutions to improve morale? Have I ...			
Provided feedback when requested (e.g., on surveys such as the Employee Viewpoint Survey)?			
Sought to obtain and understand reports of results of such surveys, if available?			
Contributed solutions or options to improve morale or performance issues in my work unit?			

Have I adhered to ED's policies? Have I...			
Submitted my performance plan on time?			
Regularly submitted my WebTA on time?			
Have I helped build partnerships across ED to improve performance? Did I ...			
Exchanged information with colleagues in other POCs, as appropriate, to learn best practices?			
Recommended to my supervisor or others in my POC different ways to collaborate with external groups to improve performance?			

Please use this space to make notes or list from your own leadership development or performance plan priority actions toward short-term goals for the next quarter or milestones for longer-term goals: