

# Individual Development Plan Worksheet



## Questions you will be asked during check-in:

1. Tell me about yourself, your background, and what brought you here?
2. What does this opportunity mean to you?
3. How has this experience informed your next steps?
4. Are you interested in the Resource Assistant Program or Public Lands Corps? If you are an AmeriCorps Member, do you have any questions about the education award?

## Career Assessment

<https://www.princetonreview.com/quiz/career-quiz>

Notes: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

## Education

Are you currently a student?    YES    NO

Highest Education Level:-

\_\_\_\_\_

Are you planning to go back to school?            YES    NO

Additional Details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Workforce Development

Are you in the military or plan to join the military?            YES    NO

Notes:-

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\_\_\_\_\_  
\_\_\_\_\_

Are you interested in Federal Employment?    YES    NO    (\*NPS, USFS, BLM, USACE, USFWS, Etc.)

What are you planning to do after your internships? Do you have an end career goal?

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## **Resource Needs**

What resources would be helpful to you? (Federal resume help, conservation job boards, common certifications, Etc.)

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## **S.M.A.R.T. Goals**

### **S – Specific**

Your goal must be clear and well defined. Vague or generalized goals are unhelpful because they do not provide sufficient direction. Remember, you need goals to show you the way. Make it as easy as you can to get where you want to go by defining precisely where you want to end up.

### **M – Measurable**

Include precise amounts, dates, and so on in your goals so you can measure your degree of success. If your goal is simply defined as “To reduce expenses” how will you know when you have been successful? In one month’s time if you have a 1 percent reduction or in two years’ time when you have a 10 percent reduction? Without a way to measure your success you miss out on the celebration that comes with knowing you have actually achieved something.

### **A – Attainable**

Make sure that it is possible to achieve the goals you set. If you set a goal that you have no hope of achieving, you will only demoralize yourself and erode your confidence. However, resist the urge to set goals that are too easy.

Accomplishing a goal that you did not have to work hard for can be anticlimactic at best and can also make you fear setting future goals that carry a risk of non-achievement. By setting realistic yet challenging goals, you hit the balance you need. These are the types of goals that require you to “raise the bar” and they bring the greatest personal satisfaction.

### **R – Relevant**

Goals should be relevant to the direction you want your life and career to take. By keeping goals aligned with this, you will develop the focus you need to get ahead and do what you want. Set widely scattered and inconsistent goals, and you will fritter your time – and your life – away.

### **T – Time-Bound**

Your goals must have a deadline. Again, this means that you know when you can celebrate success. When you are working on a deadline, your sense of urgency increases, and achievement will come that much quicker.

**Career Goals**

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S \_\_\_\_\_

M \_\_\_\_\_

M \_\_\_\_\_

A \_\_\_\_\_

A \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

R \_\_\_\_\_

R \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

T \_\_\_\_\_

T \_\_\_\_\_

**Personal Goals**

S \_\_\_\_\_

S \_\_\_\_\_

M \_\_\_\_\_

M \_\_\_\_\_

A \_\_\_\_\_

A \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

R \_\_\_\_\_

R \_\_\_\_\_

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T \_\_\_\_\_

T \_\_\_\_\_

**Additional Notes:-**

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**If you have not already, we highly encourage everyone to check out our**

**Intern Resources page!**

<https://www.nwyouthcorps.org/m/internresources>