

Professional Development Survey Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

Keep every question optional and use one stated six-to-twelve-month period. The questionnaire asks what employees want to develop and what would make participation practical; it does not assess competence or determine who deserves advancement.

1. Which professional goal matters most to you over the next six to twelve months?

- ☐ Deepen expertise in my current role
- ☐ Prepare for broader responsibilities
- ☐ Lead people or projects
- ☐ Strengthen communication or collaboration
- ☐ Learn a new tool or method
- ☐ Explore a different role or career path
- ☐ Work toward a professional credential
- ☐ Another goal
- ☐ Not sure

2. How well do the development opportunities currently available to you match that goal?

- ☐ Not at all well
- ☐ Slightly well
- ☐ Moderately well
- ☐ Very well
- ☐ Completely well
- ☐ I am not aware of available opportunities
- ☐ Not applicable
- ☐ Not sure

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3. Which development format would be most useful for that goal?

- ☐ Mentoring
- ☐ Coaching
- ☐ Stretch assignment or project
- ☐ Job shadowing
- ☐ Peer learning or community
- ☐ Live course or workshop
- ☐ Self-paced learning
- ☐ Professional event or network
- ☐ Another format
- ☐ Not sure

4. How much time could you realistically use for this priority during normal work in a typical month?

- ☐ No work time is currently available
- ☐ Less than 1 hour
- ☐ 1–2 hours
- ☐ 3–4 hours
- ☐ 5–8 hours
- ☐ More than 8 hours
- ☐ It varies too much to estimate
- ☐ Not sure

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5. What is the main barrier to pursuing this priority?

- ☐ Time or workload
- ☐ Unclear development options
- ☐ Limited manager support
- ☐ Cost or budget
- ☐ Scheduling or access
- ☐ No clear connection to a role or pathway
- ☐ Another barrier
- ☐ No major barrier
- ☐ Not sure

6. Which support would make participation most practical?

- ☐ Protected work time
- ☐ A planning conversation with my manager
- ☐ Access to a mentor or coach
- ☐ Budget or paid resources
- ☐ A clearer development path
- ☐ More accessible scheduling or delivery
- ☐ Another type of support
- ☐ No additional support
- ☐ Not sure

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7. What one development opportunity or change should the organization consider first?
