Name: Date: Position:

## Career Options

**Career Enrichment:** (Maintaining or building skills in current position)

☐ Check here if this is the primary focus at this time.

| **Short-term Career Interests**<br>(Positions you're ready for now or within 1 year.) | **Long Term Career Interests**<br>(Positions you will be ready for in 1 year or more.) |
|---|---|
| 1.<br>2.<br>3. | 1.<br>2.<br>3. |

## Gap Analysis

Take a look at your career options and consider what mix of experience, education, skills and attributes will provide "career positioning" for multiple opportunities as they occur. You can get input about organizational needs ("highly qualified" requirements) from your manager or someone in the target area(s).

| Career Positioning for Organizational Need | What I Have | What I Need |
|---|---|---|
| ***Experience:*** | | |
| | | |
| | | |
| | | |
| ***Education/Training/Certification:*** | | |
| | | |
| | | |
| | | |
| ***Skills:*** | | |
| | | |
| | | |
| | | |
| ***Personal Attributes:*** | | |
| | | |
| | | |
| | | |
| | | |

# Career Development Plan

**Name:** **Date Prepared:**

**The timeframe for this plan is the following (select one):**

☐ 6 months ☐ 1 year ☐ 2+ years

## PART 1: Utilizing Strengths

*Identify the strengths you have chosen for greater utilization; these are taken from the "What I Have" column of the Gap Analysis section. Choose strengths that address organizational needs and enhance yourmarketability.*

| Strength: | I plan to leverage my strengths in the following ways: | Timeframe: | Outcome: (accomplishments, qualifications targeted) |
|---|---|---|---|
| 1. | | | |
| 2. | | | |

## PART 2: Addressing Development Gaps

*Focus on enhancing capability, contributing to organizational needs, and linking to career aspirations; these are taken from the "What I Need" column of the Gap Analysis section.*

| Need: | Action Plan: (may include job assignments, job shadowing, internal/external courses) | Timeframe: | Outcome: (e.g. certificate, experience acquired) |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |

## PART 3: Development Discussion

*Determine with whom you will discuss your Career Development Plan. Identify and address any barriers to achieving your goals. Set a follow-up date to check progress.*

| Commitment to Strategy | Commitment to Support (optional) |
|---|---|
| *Employee Signature:* | *Manager/Mentor Signature:* |
| Follow-up/Status Meeting Comments: | Date: |